



UNIVERSITY OF  
MARY WASHINGTON

*where great minds get to work*

# STUDENT HANDBOOK

2013 - 14

For Undergraduate Students

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## Mission Statement

The University of Mary Washington is one of Virginia's outstanding public liberal arts universities, providing a superior education that inspires and enables our students to make positive changes in the world. The University is a place where faculty, students, and staff share in the creation and exploration of knowledge through freedom of inquiry, personal responsibility, and service. UMW regards the provision of high-quality instruction as its most important function. The University offers a wide range of undergraduate and graduate programs focusing on both disciplinary and interdisciplinary studies. These academic programs afford students opportunities to integrate and apply their knowledge within broad educational experiences, to develop their professional interests, and to practice the habits of mind necessary for life-long learning. Through a professionally engaged faculty, the University supports ongoing research appropriate to the development of student abilities and faculty interests. It especially encourages the participation of undergraduates in research. UMW's size, dedicated faculty, and historical commitment to fine teaching create an institutional culture where both undergraduate and graduate students benefit from strong connections with their faculty and multiple opportunities for active learning.

Located in Fredericksburg, between our nation's capital and the capital of the Commonwealth of Virginia, the University of Mary Washington is a nexus for engagement among diverse communities and is dedicated to supporting professional advancement and economic development and to improving the regional quality of life.

We fulfill our mission by fostering students' intellectual and creative independence, facilitating their immersion in local, regional, national, and international communities, and by inculcating the values of honor and integrity. UMW graduates are models of adaptive learning, personal achievement, responsible leadership, service to others, and engaged citizenship in a global and diverse society.

*Adopted by the Rector and Visitors of the University of Mary Washington  
November 20, 2010*

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# Laying a Strong Foundation

## Statement of Community Values

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:

- The importance of personal integrity as reflected in adherence to the Honor Code
- The right of every individual to be treated with dignity and respect at all times
- The appreciation of and respect for diversity in our community and adherence to the University's Principles on Diversity and Inclusion and the University's Statement of Non-Discrimination
- The freedom of intellectual inquiry in the pursuit of truth
- We accept responsibility to help create the environment we strive to achieve. We will live up to these values and work to support our collective and individual successes.
- As members of the University community, we will not condone behavior that compromises or threatens these values.

*Approved by the University of Mary Washington Board of Visitors  
February 19, 2011*

## Principles on Diversity and Inclusion

The University of Mary Washington strives to create a climate of acceptance and will promote the values of diversity and inclusiveness. These values strengthen our community and are essential to our academic mission and institutional excellence.

The University of Mary Washington values diversity in all forms—including diversity of age, culture, disability, economic background, ethnicity, gender, gender identity and expression, marital status, national origin, opinion, political affiliation, race, religious background, sexual orientation and veteran status.

The University of Mary Washington recognizes its responsibility to be a model of fairness and equal opportunity, providing intellectual and institutional leadership regarding diversity issues and initiatives.

As a public university in the Commonwealth of Virginia, the University of Mary Washington embraces its obligation to provide educational opportunities to broader communities found locally and nationally, and to then reflect the diversity of peoples, backgrounds, and experiences in the student body, faculty, administration and staff.

The University is committed to providing broad administrative, programmatic and academic support to achieve its institutional goals for diversity.

The University seeks to prepare students from all backgrounds and identities to live, work and thrive in a global society.

The University seeks to provide a welcoming and inclusive environment of mutual respect for students, faculty, staff and community, internally and externally, of all backgrounds and identities.

The University of Mary Washington recognizes that the adoption of this Statement is the responsibility of the entire University community. To ensure the successful implementation of the statement, the University is committed to a system of responsibility, accountability, and recognition for all faculty, staff, and students that carries out the institutional values on diversity and inclusion and all related goals and objectives.

*Approved by the University of Mary Washington Board of Visitors  
February 19, 2011*

## **Statement of Non-Discrimination**

At the University of Mary Washington, the principles of equal opportunity and affirmative action are practiced. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AA/EEO officer of the University.

*Approved by the University of Mary Washington Board of Visitors  
May 10, 1991, and Reaffirmed on April 9, 2010*

## **Statement of Rights and Responsibilities**

- Members of the University community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.
- All members share the obligation to respect the right to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage, of association, and of petition to the institution for a redress of grievances.
- The members of the University community have the right to due process in matters concerning discipline or status as members of the University community.

- All members of the University community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.
- The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the University community.
- The term “member of the University community” embraces the University as an institution, the faculty as a body, and all members of the administration, faculty, staff, and student body in their official and individual capacities.

*The Statement on Rights and Responsibilities was adopted by the UMW Student Association, Faculty, and the Rector and Visitors in 1973 and updated by the Board of Visitors on April 20, 2012.*

## **Statement on Academic Freedom**

- Members of the University community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.
- All members share the obligation to respect the right to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage, of association, and of petition to the institution for a redress of grievances.
- The members of the University community have the right to due process in matters concerning discipline or status as members of the University community.
- All members of the University community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.
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*The Statement on Rights and Responsibilities was adopted by the UMW Student Association, Faculty, and the Rector and Visitors in 1973 and updated by the Board of Visitors on April 20, 2012.*



## The Honor System – A Way of Life

The Honor System is fundamentally a code of personal integrity. It means that University of Mary Washington students accept the challenge to make their word of honor a pledge of absolute truthfulness in all matters that fall within the Honor Code. It is a commitment to a way of life characterized by loyalty to the highest ideals of individual and collective ethical responsibility.

*Dr. Edward Alvey, Jr., Dean Emeritus*

## UMW Seal

The official seal of the University of Mary Washington reflects its founding year, 1908, and the UMW motto, “Pro Deo Domo Patria,” which translated, means For God, Home, and Country. The open book is symbolic of the importance of academic quality at the institution. Use of the seal is reserved for graduation insignia and other formal, ceremonial occasions.



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# UMW Community

## Eagle Spirit



It's all about being involved! There are more than 120 university organizations covering a wide variety of interests – varsity and club sports, professional and honor organizations, as well as opportunities to create new unique organizations.

*School colors:* Navy Blue, Gray, and White. *Mascot:* Eagle

## Alma Mater

All hail, dear Alma Mater, We sing our praise to you.  
High on Marye's Hilltop, You stand forever true.  
Born in truth and honor, You ever more shall be,  
The model of our future years, And all eternity.  
Whene'er we have to leave you, We never will forget,  
The lessons you have taught us, And all the friends we've met.  
And we your sons and daughters, Will hold your name on high,  
So here's to Mary Washington; Our love will never die.

– Irene Taylor '47

– Jean Crotty '47

## Beak Week

Beak Week is held after Spring Break and is planned to promote Eagle Spirit on campus! SGA hosts a number of programs throughout the week for you to show your pride in being an Eagle! Past events have included barbecues, dances, and community service opportunities. And don't forget to watch for the Eagle Pride table where you can pick up some great free swag!

## Class Council

Class Council is charged with presenting the traditional events on campus such as Junior Ring Week, Devil-Goat Day, Roctoberfest, Halloweens, Senior Countdown, Grad Ball, and Senior Convocation.

## Inter-Club Association

More than 120 students clubs and organizations flourish at UMW. Check them out at the Student Activities and Engagement website. If you don't find one that interests you, it's easy to start a new club!

### Inter-Honorary Association

UMW has a number of professional and academic honorary associations, including:

ASSOCIATION	MISSION	ADVISOR
<b>Alpha Phi Sigma</b>	Encourages learning and community service, recognizing high scholastic achievement	<i>Rosemary Barra</i>
<b>Alpha Psi Omega</b>	National theatre honorary society	<i>Gregg Stull</i>
<b>Athletic Honor Roll</b>	Recognition of athletes and varsity teams for academic excellence	<i>Clint Often</i>
<b>Chi Beta Phi</b>	National scientific honorary	<i>Deborah Zies</i>
<b>Eta Sigma Phi</b>	Honorary collegiate society for students of Latin and/or Greek	<i>Liane Houghtalin</i>
<b>Gamma Theta Upsilon</b>	International geography honorary	<i>Dawn Bowen</i>
<b>Kappa Delta Pi</b>	International honor society dedicated to scholarship and excellence in the field of education	<i>Courtney Clayton</i>
<b>Lambda Iota Tau</b>	Recognizes and promotes interest in literary achievement	<i>Gary Richards</i>
<b>Mortar Board</b>	Encourages scholarship and leadership to provide service, to emphasize advancement of the status of students, and to support the ideals of the university	<i>Abbie Tomba</i>
<b>Mu Phi Epsilon</b>	National honorary music fraternity	<i>David Long</i>
<b>National Society of Collegiate scholars</b>	Recognizes academic excellence and promotes scholarship, leadership, and service	<i>Raymond Tuttle</i>
<b>Omicron Delta Epsilon</b>	National economics honorary society	<i>Robert Rycroft</i>
<b>Phi Alpha Theta</b>	National history honorary society	<i>Susan Fernsebner</i>
<b>Phi Beta Kappa</b>	Recognizes superior academic achievement in the liberal arts	<i>Robert Rycroft and Nicole Crowder</i>
<b>Phi Sigma Iota</b>	National honorary modern foreign language fraternity	<i>Marisa Isabell Martinez-Mira</i>
<b>Pi Gamma Mu</b>	National social science honorary	<i>Bradley Hansen</i>
<b>Pi Mu Epsilon</b>	Mathematics honorary	<i>Suzanne Sumner</i>
<b>Pi Sigma Alpha</b>	Recognizes scholastic standing and stimulating scholarship and intelligent interest in political science, international relations, public administration, and government.	<i>Rosalyn Cooperman</i>

	<i>Membership in PSA is by invitation only and based on GPA, class standing, and completion of upper level coursework in Political Science.</i>	
<b>Psi Chi</b>	International honor society in psychology	<i>Mindy Erchull</i>
<b>Sigma Beta Delta</b>	National honor society for business, management, and administration	<i>Galen deGraff</i>
<b>Sigma Pi Sigma</b>	Honorary section for physics students	<i>George King</i>
<b>Upsilon Pi Epsilon</b>	International honor society for the computing sciences	<i>Jennifer Polack</i>
<b>Who's Who Among Students in American Universities and Colleges</b>	Recognizes excellence in scholarship, leadership, and service	<i>Cedric Rucker</i>

### **Spirit Rock**

The Spirit Rock represents the spirit of UMW – whether advertising an event, showing spirit, or celebrating a recent victory. Absolutely no profanity or vulgarity is permitted. The Student Code of Conduct applies to the Spirit Rock. Only latex paint is permitted. Freshly painted messages should be allowed to remain in place for 24 hours before being repainted by another individual or group.

The Spirit Rock belongs to students, who are ultimately responsible for it. If students dislike a message on the rock, it is their responsibility to repaint it. Questions regarding the Spirit Rock should be addressed to the SGA.

### **Student Government**

Every enrolled undergraduate student at the University of Mary Washington automatically becomes a member of the Student Government Association. As stated in the SGA Constitution, the purpose of SGA “shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The SGA shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.”

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## WELCOME LETTER FROM THE SGA PRESIDENT

*Welcome, UMW Class of 2017!*

You are now preparing to pack up your belongings and say good-bye to your family and friends. While this is sad and scary, I want you all to know that you are embarking on the adventure of a lifetime! These next four years, here at the University of Mary Washington, will be some of the greatest of your life. The UMW community is like no other you will ever experience. You will meet wonderful people, take amazing opportunities to grow and improve, and learn tons, inside and out of the classroom. At the end of your time at UMW you will look back and be amazed at all of the things you will accomplish here.

Soon, you will all arrive on our beautiful and historic campus to begin your own adventures. As you are gearing up for this change, I wanted to give you some words of advice: meet as many people as you can, form relationships with your professors, take every opportunity that comes your way, get as involved as you can, do what you love to do, and most importantly, have fun!



I look forward to meeting each one of you during Orientation!

All the best,

Stephanie Preston  
President, Student Government Association

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## WELCOME LETTER FROM THE HONOR COUNCIL PRESIDENT

Dear Students,

On behalf of the Honor Council, I want to give you a warm welcome to the University of Mary Washington; we are excited to have you in the community! Upon entering college, you are given a set of responsibilities that you may have never encountered before. Part of what makes Mary Washington so unique is that we have an Honor System, which we are all bound to when joining the UMW family. By upholding the Honor System, we have the opportunity to engage in a community of mutual respect, integrity, and trust – important virtues that will positively influence your experience here each and every day. The Honor System is a major foundation of our community, and we are pleased that you are joining in the tradition.



All members of the University community pledge to uphold the Honor System. The Honor Council is a student-run group that strives to promote and maintain the Honor System, and we cannot do that without your help. Please keep in mind that when you enter the University, you are fully expected to respect the Code and to not tolerate those who fail to uphold its standards.

Again, we are so happy to welcome you to into this community, and are confident that you will continue to keep one of our most important traditions alive through your involvement on campus these next four years!

All the best,

Alice O'Brien  
Honor Council President

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## Student Services - Academics

### Academic Policies

Each student is responsible for familiarizing him/herself with and noting changes in policy or procedures affecting his or her program and adjusting the program accordingly. Final responsibility for enrolling in appropriate courses in the right sequence and for meeting all degree requirements rests with the student. [Academic policies and procedures](#) are contained in several locations including the [academic catalogs](#) and the [Dictionary of Academic Regulations](#). This Student Handbook covers non-academic policies.

### Academic and Career Services

*Lee Hall, Room 206 (Academic Services); 540/654-1010*

*Lee Hall, Room 308 (Career Services); 540/654-1022*

The Academic and Career Services offices can:

- Help you choose a major and explore related career fields
- Help you plan for a career or graduate school
- Identify opportunities to network and connect with employers and alumni
- Provide guidance on experiential learning opportunities that get you out of the classroom and give you new skills
- Teach you about the academic internship program – one way to meet the experiential learning general education requirement

Visit [umw.edu/academicandcareerservices](http://umw.edu/academicandcareerservices) for additional tools and resources.

### Center for International Education

*Lee Hall, Room 434; 540/654-1434 (Education Abroad) or 540/654-1870 (International Students and Scholars)*

The Center for International Education (CIE) seeks to build a community of students, faculty and staff who can engage effectively, knowledgeably, and responsibly in a rapidly changing global community. With the goal of creating, sustaining and assessing intercultural engagement through informative and transformative programs and experiences, the Center provides information on a wide variety of education abroad opportunities and a range of support to incoming international students and scholars. Students desiring an educational experience abroad may select from UMW faculty-led programs, choose to conduct research or volunteer abroad, or attend one of the many programs offered by overseas universities and education abroad providers. Students may earn academic credits toward graduation requirements by studying abroad for an academic year, a semester, over the summer, or during spring and winter breaks. Please visit the [CIE website](#) for information on education abroad opportunities or international student services.



### Dictionary of Academic Regulations

The [Dictionary of Academic Regulations](#) has been compiled by the Office of Academic Services to satisfy the need for a comprehensive and easy-to-use publication on academic policies and procedures for B.A./B.S./B.L.S. students and all members of the UMW community. Since final



responsibility for meeting all degree requirements rests with the individual student, each student should have complete knowledge of the regulations pertaining to the academic program of the College.

### **Disability Resources**

*Lee Hall, Room 401; 540/654-1266*

**Disability Resources** works with the University community to eliminate barriers and create a welcoming and inclusive environment for all students, including students with disabilities. However, there may be classes, programs, or educational experiences in which you require accommodation due to a disability. To request accommodations, you will need to submit documentation of your disability to the Disability Resources office and make an appointment to meet with the director. Please [visit the Web site](#) to learn more about documentation requirements, services available, and frequently asked questions.

### **Student Services Center – Lee Hall**

*Lee Hall*

Many of the services described herein, both academic and student life, can be found in Lee Hall. This “one-stop shop” gives easy access to the offices of Academic Services, Registrar, Financial Aid, Student Accounts/Cashier, Career Services, Center for International Education, Counseling and Psychological Services, Disability Resources, EagleOne Center, Multicultural Center, James Farmer Scholars, Parking Management, Student Health Center, and the Bookstore.

### **Registrar**

*Lee Hall, Room 206; 540/654-1063*

Services available in the **Office of the Registrar** include registration, transfer credit evaluation, final degree audit, cancellations, withdrawals, leave of absences, enrollment and degree verifications, veteran certification, and issuing of transcripts. A student’s permanent academic record and application file is maintained by the registrar. The **Family Educational Rights and Privacy Act (FERPA)** affords students access and certain rights with regard to their educational records. FERPA information is available in the Office of the Registrar.

**Directory Information** may be released by UMW under the authority of FERPA, unless a student requests by May 1 of the preceding academic year via an official form through the Office of the Registrar that such information should not be made available. No student directory information is provided to any individual, company, or entity for commercial purposes unless specifically authorized by the student or approved in writing by the Office of the Registrar. Students may also voluntarily withdraw from UMW through the Office of the Registrar.

### **Simpson Library**

*Simpson Library; 540/654-1125*

Simpson Library is the main library for the University and an excellent place to study, to work with class groups and teams, and to get friendly professional assistance with research for all kinds of assignments. We also serve UMW faculty and staff and are open to the public. *Jazzman’s Cafe & Bakery* in Simpson Library offers fresh coffee and treats.



Our collections include more than 420,000 volumes in the social sciences, humanities, and sciences; more than 42,000 netLibrary electronic books to read online; millions of articles



from magazines, newspapers, and scholarly journals; popular reading books; maps; and Federal and Virginia government documents.

### **Tutoring and Study Skills**

*Lee Hall, Room 206; 540/654-1010*

Peer tutors are provided by appointment for almost every lower-level course, and walk-in tutoring is available for math. Academic Success Seminars are also available.

### **Writing Center**

*Trinkle Hall, Room 107A; 540/654-1036*

Free tutoring to help students improve their writing! After each session, the Writing Center sends the instructor a report summarizing the tutor's advice, but the report does not evaluate the paper or the student. Students may schedule an appointment or may walk-in. The Writing Center is not open during reading days or exam week.

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## **Student Services – Student Life**

### **Athletics**

*Goolrick Hall; 540/654-1039*

The Intercollegiate Athletics program at UMW encompasses 23 sports, whose seasons typically end in conference, regional and/or national championship tournaments. Excellent facilities include baseball and softball stadiums, Olympic-size track, grass fields plus three turf fields, indoor (6) and outdoor (12 lighted) tennis courts, Goolrick Gymnasium and Pool (75,000 sq. ft.), and a new performance gym – the Anderson Center. Students have opportunities to become involved as athletes, student athletic training aides, managers, scorers, timers, statisticians and/or spectators. New students interested in trying out for varsity teams are encouraged to contact coaches for try-out dates and requirements, prior to arriving on campus. Candidates for teams must register for their varsity sport during course registration. Contact the Athletics Office at 540/654-1039 for more information and visit the [Athletics website](#) for coaches' contact information.

### **Bookstore**

*Lee Hall, Room 306; 540/654-1017*

The Bookstore offers a one-stop shopping experience featuring new, used, and rental textbooks, e-books, computer supplies, and related instructional materials. In addition, the Bookstore carries a large selection of general reading books, school supplies, clothing, gifts, UMW memorabilia, and convenience items, including health and beauty aids, beverages, snacks, and more.

The Bookstore carries a large inventory of used textbooks. Purchasing from the University Bookstore ensures that you have the correct textbooks, on time, for your classes. Most books can be sold back at the end of each semester.

The store sells Microsoft Office University 2010 and Microsoft Office Mac University 2011 for \$99.99. To order Dell and Apple computers designed to UMW specifications, and for discount packages, order through the Bookstore website, [umw.edu/bookstore](http://umw.edu/bookstore).

## **Campus Ministries**

In addition to Fredericksburg-area houses of worship, several campus ministries and clubs offer fellowship and activities to support students' spiritual growth. Explore other clubs through the Office of Student Activities and Engagement.

<b>Organization</b>	<b>Contact</b>
Baptist Collegiate Ministries (Interdenominational) 1514 College Avenue	Email: <a href="mailto:connect@umwcenter.org">connect@umwcenter.org</a> ; Web: <a href="http://umwcenter.org">umwcenter.org</a> 540/371-3970
Campus Christian Community	Rev. Dr. Bob Azzarito Email: <a href="mailto:razzarito@aol.com">razzarito@aol.com</a> 540/373-9255
Canterbury Club (affiliated with Trinity Episcopal Church)	Email: <a href="mailto:info@umwcanterbury.com">info@umwcanterbury.com</a>
Catholic Campus Ministry	Chaplain: Fr. Frederick Edlefsen Email: <a href="mailto:father@umwccm.org">father@umwccm.org</a> Web: <a href="http://umwccm.org">umwccm.org</a> 540/373-6746
Grace Campus Ministries (affiliated with Grace Church)	Email: <a href="mailto:umw.gcm@gmail.com">umw.gcm@gmail.com</a> Web: <a href="http://gcofonline.org">gcofonline.org</a>
InterVarsity Christian Fellowship	Email: <a href="mailto:ivmdub@gmail.com">ivmdub@gmail.com</a>
Islamic Student Association	Email: <a href="mailto:isa.eagles@gmail.com">isa.eagles@gmail.com</a>
Jewish Student Assn./Hillel	Email: <a href="mailto:hillel@umw.edu">hillel@umw.edu</a>

## **Campus Recreation and Fitness Center**

*Fitness Center; 540/654-1732*



Provides opportunities for recreation, wellness, and leadership through intramural sports, sport clubs, group fitness classes, informal recreation, and the [Wellness Resource Center](#). The 19,000 sq.ft. [Fitness Center](#) features free weight, cardiovascular, and circuit equipment. Broad-based intramural programming ensures there is something for everyone. Non-traditional events include inner tube water polo, indoor whiffleball, and a cornhole tournament. The Eagle sport club program offers intercollegiate competition against local, regional, and national competition. UWM currently has 26 [sport club programs](#):

- Men's (Baseball, Basketball, Lacrosse, Rugby, Soccer, Ultimate)
- Women's (Basketball, Color Guard, Field Hockey, Lacrosse, Rugby, Soccer, Softball, Synchronized Swimming, Ultimate, Volleyball)
- Coed (Boxing, Canoe & Kayak, Cheerleading, Cycling, Fencing, Polo, Tennis, Ski & Snowboard, Swimming, Volleyball)

### **Center for Honor, Leadership, and Service**

*Seacobeck Hall; 540/654-1122*

Newly established in spring of 2012, the mission of the [Center for Honor, Leadership, and Service](#) is to serve as a catalyst for meaningful experiences, which enhance and deepen student learning. Through collaboration in an active, engaging, and transformational environment, students will learn best practices, educational competency, and skill sets for leadership and service grounded in the core value of honor. This unique integration sparks personal and professional growth so students become committed, global citizens. The Center assists in promoting honor, establishing leadership initiatives on campus, and coordinating volunteer service efforts of UMW students, staff, and faculty.

### **Community Outreach and Resources**

*Seacobeck Hall; 540/654-1122*



The [Community Outreach and Resources office](#), better known as COAR, organizes service opportunities for students throughout the year. COAR is a branch of the Center for Leadership, Service, and Honor. COAR runs an average of 20 weekly on-going programs that include tutoring and mentoring children and teens, building with Habitat for Humanity, working with the elderly and animals and working on environmental projects like tree plantings and stream restorations. In addition, COAR sponsors a variety of on-campus service programs for the community such as a campus trick-or-treat in the fall and an egg hunt in the spring. Whether you want to volunteer on your own, with a friend, club, hall, or team, COAR is a great place to start!

### **Commuter Student Services**

*Marye House; 540/654-1058*

[Commuter Student Services](#) is committed to helping you have a successful experience at the University of Mary Washington. We want to help you feel connected, supported, informed and a welcome part of the vibrant and diverse community of UMW commuter students! Our programs and services will provide you with opportunities to:

- Meet other UMW commuters
- Be informed of campus events
- Make connections with campus units, staff and faculty
- Have a resource when you have questions about off-campus living

Commuter students have access to:

- *Overnight lodging* - During severe weather, contact the Office of Commuter Student Services to arrange for temporary housing. (540-654-1058)
- *Meal plans* - You are busy! Why not let UMW Dining Services do the shopping, cooking and clean-up? Whether you take the commuter plan (60 meals a semester) or a larger plan, you'll enjoy the convenience. To enroll, sign into your EagleNet portal then select

“University Life” under “My University Resources.” Students can adjust plans starting in July and have until the end of the second week of classes to decrease a meal plan.

Important NOTE: All commuter students are required to register their local address and provide a cell phone contact number yearly with the University. This is done through the EagleNet portal.

### **Copy Center**

*Seacobeck Hall, lower level; 540/654-1935*

Provides copying, faxing, laminating, binding, shredding, digital processing services, personalized stationery, and a wide variety of paper choices. It also provides coin-operated copiers in Simpson Library, Combs Hall lobby, and outside the Writing Center in Trinkle Hall. The [Copy Center](#) is open Monday through Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to 5 p.m.

### **Counseling and Psychological Services (CAPS)**

*Lee Hall, Room 106; 540/654-1053*

Staffed by mental health professionals experienced in helping students with a range of personal problems and complex challenges in their lives, [CAPS services](#) are free to full-time, undergraduate degree-seeking students. Those services include individual evaluation, short-term individual and group therapy, consultation, crisis intervention, and, when appropriate, referral to other local mental health resources. Crisis intervention, consultation, educational programming, and referral services are open to the entire UMW community.

### **Dean of Student Life**

*Marye House; 1<sup>st</sup> floor; 540/654-1200*

The Office of the Associate VP for Student Affairs and [Dean of Student Life](#) addresses concerns with most out-of-class issues, and is the contact for “dean’s certification forms” for various post-graduate or transfer applications. Student Life focuses on providing information for the acquisition of interpersonal and leadership skills; for service to others; for self-discipline and adherence to agreed-upon community values. This office facilitates involvement in out-of-class experience and the acquisition of skills and abilities for life-long learning, and for living a healthy, productive and creative life. This site also provides a referral to the reader regarding the resources and services extended through Student Life and its affiliate offices.

### **Dining Services**

*Seacobeck Hall; 540/654-1029*

There are five dining locations on campus. Seacobeck Hall features three dining rooms with various buffet-style menus and cooking stations. Vegetarian, vegan and gluten-free offerings are available. For more information on the gluten-free program, or other ways in which we may accommodate special dietary needs, please contact UMW Dining, (540) 654-2230.

The Eagle’s Nest, located in Woodard Campus Center, offers national brands *Vocelli Pizza* and *WOW Cafe & Wingery*. The Market, also in the Eagle’s Nest, features *Joe Stacks Coffee Bar & Deli* as well as *Simply To Go* for meals for students on the run. *Naturally Woodstock*, The Underground in Lee Hall, focuses on simple cuisine that utilizes local produce and eco-friendly products. Finally, *Jazzman’s*



*Cafe & Bakery* in Simpson Library offers fresh coffee and treats. For more information on hours and meal plan options, visit [umwdining.com](http://umwdining.com) or call 540/654-2233. Dining Services also provides catering services on and off campus. More information is available at [umwcatering.com](http://umwcatering.com) or by calling 540/654-1930.

**Meal Plans:** Eagle Dining offers a variety of meal plans for residential or commuter students including the Super (unlimited) meal plan, several block meal plans that provide a set number of meals each semester, or a “Go Green” meal plan.

A meal plan can be changed through EagleNet under “My University Resources – University Life,” starting in July. Students have until the end of the second week of classes to decrease a meal plan. “Flex dollars” is a cash equivalent built into all of the meal plans. Though not real money, flex is a debit account for making additional food purchases at all of the dining operations. Flex balances roll over from the fall to the spring semester. Unused balances at the end of spring semester will be forfeited.

**Guests:** Every Block Meal Plan allows students to use five of their meals for guests. If you’ve used all your guest meals or your plan does not include them, you may purchase meals at any dining facility with flex dollars, EagleOne, cash or credit card.

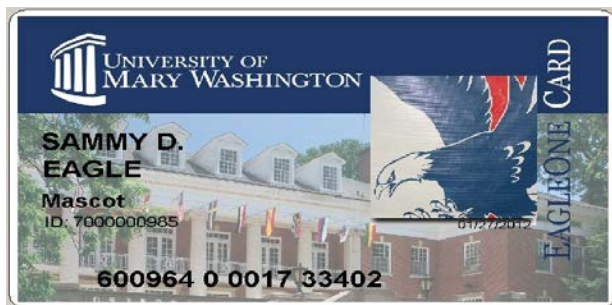
**Eagle Express:** EagleExpress is a food cart that can be found along Campus Walk and at campus events. The Cart provides hot and cold drinks, snacks, and ready-to-go food items and accepts cash, EagleOne, or flex dollars.

**Wholly Habaneros:** UMW’s own food truck will be on Campus Walk Monday through Friday serving up tasty Mexican cuisine. Enjoy tacos, burritos and much more! Accepts cash, credit card, Flex and EagleOne.

**Eagle Dining – Student Board of Directors:** Join a group of students that take pride in Dining Services. Work directly with the Eagle Dining Management team to make decisions that affect the current and the future of dining at the University of Mary Washington. All students are encouraged to participate. Check [umwdining.com](http://umwdining.com) for meeting times and locations.

## **EagleOne Card**

*Lee Hall 110; 540/654-1005*



The EagleOne card is the official identification card of the University, and is issued to all members of the University community. Your EagleOne Card is your key to the residence halls, dining halls, libraries, Fitness and Tennis Centers and much more. It also functions as a debit card by offering a convenient EagleOne account for making purchases on and around campus. Activate your EagleOne debit account

any time with an initial deposit of \$25 or more. Money can be added to your EagleOne account online at <http://adminfinance.umw.edu/eagleone>, the Cashier’s Office, or the EagleOne Card Center. The fee for replacing an EagleOne card is \$20. To learn more, visit us in person or online at <http://adminfinance.umw.edu/eagleone>.

## **Employment on Campus**

*Lee Hall 206; 540/654-2468*

The **Office of Financial Aid** administers the student employment program at UMW. Students may also pursue on-campus employment through Eagle Dining (Seacobeck Hall; 540/654-1029).



## **Financial Aid**

*Lee Hall 206; 540/654-2468*

Each year, UMW administers more than \$28 million in financial assistance, including educational loans, for students at both the Fredericksburg and Stafford campuses. Through a comprehensive program of grants, scholarships, loans, and student employment from federal, state, institutional, and private resources, the Office of Financial Aid strives to assist applicants with various aid sources to pay for college expenses. UMW offers many opportunities for student financial aid: scholarships, grants, loans, and student employment. A student must fill out a FAFSA form to be considered for aid. The form is available through your EagleNet Portal and the [Financial Aid Web page](#). Most of these scholarships are need-based and also require you to complete the FAFSA by the published dates.

## **Health Center**

*Lee Hall 112; 540/654-1040*

The UMW [Student Health Center](#) is committed to facilitating the academic and co-curricular education of students by providing convenient, effective, and high quality health and medical services. The center offers diagnosis and treatment of common medical problems, an allergy injection clinic, a weekly birth control/women's clinic, the Mary Gilson Memorial Self-Care Center, and a small pharmacy of common medications prescribed by the UMW physician and nurse practitioner. Appointments and walk-ins are accepted. Use of the Health Center is open to all currently enrolled full-time undergraduate students. The Health Center does not issue medical excuses for missed classes.

NOTE: Students are required to have a Health History/Immunization/ Tuberculosis Screening form on file, available at [students.umw.edu/healthcenter](http://students.umw.edu/healthcenter). *Students who do not submit their Health Form to the Student Health Center by the due date will have a hold placed on their accounts and will not be able to register for second semester classes until their completed form is turned in.* Medical records are confidential and will not be released without the written permission of the student or a court order. Student health insurance information is also available on the Web site. Medical emergencies at times when the Health Center is closed should be handled by contacting a Residence Life staff member, HealthLink (540/741-1000), University Police (540/654-4444), or by calling 911.

## **Information Technologies**

*George Washington Hall, Ground Floor; 540/654-2255*

The Information Technology division provides computing and communication services to the campus community. The primary contact for technology questions is the IT Help Desk located in the basement of GW Hall on the Fredericksburg campus. The Help Desk may be reached at 540/654-2255, or via email to [helpdesk@umw.edu](mailto:helpdesk@umw.edu).

## **James Farmer Multicultural Center**

*Lee Hall, Room 211; 540/654-1044*

Named for civil rights leader and UMW Distinguished Professor of History and American Studies James Farmer, [the Center](#) welcomes students from all ethnic and cultural backgrounds. The Center's most important goal is to enhance students' educational experiences at UMW by increasing



awareness and knowledge of diversity issues that impact the individual and the community; these include cultural, religious, sexual orientation, gender, intellectual, and social interests.

The [James Farmer Multicultural Center](#) specifically focuses on the academic and social well-being of under-represented students through programming, mentoring, and leadership opportunities. While diversity is a goal for all University organizations, several specific interest groups on campus assist in promoting diversity within the University community and offer programs and resources that foster an awareness and understanding of cultural differences. The Center offers a variety of cultural programming including the highly respected Cultural Awareness Series. The series culminates with the spring Multicultural Fair, which attracts huge crowds to campus.

### **Judicial Affairs and Community Responsibility**

*Marye House, 2<sup>nd</sup> Floor; 540/654-1660*

**Mission Statement:** The [Office of Judicial Affairs and Community Responsibility](#) works with issues related to student conduct. The Office educates students about their responsibilities within the UMW and greater Fredericksburg communities, as well as about their rights, should they be accused of violating behavioral expectations, or should they believe that they have been victimized or otherwise negatively impacted by another student's conduct.

Conduct expectations at UMW are based on several factors, including local, commonwealth, and federal law; student well-being; the development of interpersonal skills necessary for successful relationships with other individuals; and the development of citizenship skills necessary for successful relationships with society as a whole. Areas covered by these expectations include the following:

- The possession and use of alcohol and other drugs
- Community standards in the residence halls related to noise and guests
- Damage to UMW property, or to the property of other individuals
- Classroom disturbances
- Violent, threatening, or harassing behavior
- Sexual misconduct

Success at UMW is significantly associated with a student's ability to learn and live in an environment in which his or her wellness is respected and promoted, and in which his or her responsibility to the community – in other words, citizenship – is emphasized. These are the overall goals of the Office of Judicial Affairs and Community Responsibility, within the Division of Student Affairs.

Furthermore, the Office of Judicial Affairs and Community Responsibility believes that students themselves should play an important role in promoting wellness, citizenship, and the acquisition of good interpersonal skills. To that end, the Office supports and advises student leadership in a variety of areas, including student-driven initiatives such as the [Judicial Review Board](#), the White Ribbon Campaign, the [National Society for Collegiate Scholars](#), and [WMWC](#), the University's radio station.

### **Lost and Found**

*University Police; Brent House; 540/654-1025*

Lost and found is administered by [University Police](#). Lost items submitted to lost and found may be claimed by the owner. Items will be held for 60 days and then forwarded to the University Storeroom for inclusion in auctions or sales of property.

### **Mail Services**

*Woodard Campus Center, 540/654-1049*

The [UMW Post Office](#) offers many of the same services as a U.S. Post Office. Mail is delivered Monday through Friday and the post office is open those days from 10 a.m. to 4:30 p.m.

Unclaimed mail is returned to sender after 30 days. Degree-seeking undergraduate students are assigned a Woodard Campus Center mailbox, which is shared with another student; BLS students are not assigned campus mailboxes.

#### ***Student mailing address:***

Full student name  
University of Mary Washington  
UMW Box \_\_\_\_\_  
1701 College Ave.  
Fredericksburg, VA. 22401-4661

#### ***Eagle Landing residents use the following format:***

Full student name  
University of Mary Washington  
Eagle Landing Box \_\_\_\_\_  
1701 College Ave.  
Fredericksburg, VA 22401-4661

*Official Notification:* The campus post office is one of UMW's official modes of communication, so mail sent to a student's assigned box is considered proper and adequate notification for University business. It is the student's responsibility to check this box regularly. Official communications are also conveyed through the EagleNet portal and student email.

*Summer mail forwarding:* To have mail forwarded over summer break, students must visit the [UMW Post Office](#) to complete a campus change of address form.

### **Multicultural Center**

(see [James Farmer Multicultural Center](#))

### **Safety Escort Service**

The [UMW Police Department](#) operates an on-campus safety escort in the evenings and students may request a ride from outlying parking areas or an escort to their residence hall by stopping by University Police in Brent House, via use of a campus emergency phone, or by calling the University Police non-emergency number, 540/654-1025.

### **Student Accounts**

*Lee Hall, Room 206; 540/654-1250 or -1289*

Everything you need to know about current tuition and fees, room and board, payment options, due dates, and more can be found at [adminfinance.umw.edu/studentaccounts](http://adminfinance.umw.edu/studentaccounts), or by phone at 540/654-1250 or 1289.

Freshman and transfer tuition bills are available online through [EaglePAY](#). An email notification will be sent to your UMW email address once the bills are available. Students can add additional email addresses or sign up Authorized Payers within EaglePAY. After your first



semester, fall semester bills will be available during the first two weeks of July, and the spring semester bills will be available during the first two weeks of November. All new charges or unpaid account balances will be billed periodically throughout the semester. Accounts not covered by financial aid, prepaid tuition programs, or by the installment payment plan are due by the date specified on the bill (typically the end of July for the fall semester and mid-December for the spring).

You may pay your account with cash, cashier's check, money order, personal check, ACH, or credit card. Credit card payments are made online through a University-approved third party, which charges a convenience fee. Online ACH payments however are not charged a convenience fee. Students who wish to grant access to another person to view and make payments on their account must first set up the person as an authorized payer within EaglePAY.

We encourage everyone to make payments online through EaglePAY, in order to avoid any delay in mailing payments that may cause a hold or a late fee on the account. If payments are mailed they should be mailed directly to the UMW Cashier's Office with the student id attached. You also may make payments in person on the second floor of Lee Hall. Outside scholarships must be received by the due date of the bill. Failure to pay a bill by its due date may result in late fees and a hold on your account. Grants, loans, and scholarships are credited to student accounts in the order that UMW receives them. Accounts are reviewed periodically to identify overpayments, in order to issue refunds. Please see [adminfinance.umw.edu/studentaccounts](http://adminfinance.umw.edu/studentaccounts) for further information.

### **Student Activities and Engagement**

*Seacobeck Hall, 540/654-1061*

**SAE** is the home to a myriad of student activities on campus. Its staff members assist students as they propose, develop, and execute plans for events and programming. They work with student organizations in the planning of campus-wide concerts and/or shows and traditional events. SAE collaborates with students, faculty, and staff to promote programs and opportunities for campus entertainment, and it assists students in developing interpersonal, organizational, leadership, and citizenship skills.

### **Sustainability**

UMW is committed to the environmental, cultural, economic and social aspects of sustainability. Check it out at [sustainability.umw.edu](http://sustainability.umw.edu). Look for the following programs:

**Green Dining:** Eagle Dining is committed to reducing/recycling waste, minimizing the use of disposable products, recycling grease, using water efficiently, and conserving energy, and UMW is one of only five Virginia schools to achieve the "Virginia Green" environmental certification.

**Recycling:** Recycling is available in all campus buildings. How and what to recycle is available at [sustainability.umw.edu/recycling](http://sustainability.umw.edu/recycling). In Recyclemania 2013, UMW ranked first in Virginia, beating out 22 other Virginia colleges and universities.

**LEED:** All new university buildings and renovations are LEED (Leadership in Energy and Environmental Design) certified. Energy Star-rated equipment is standard.

## Getting Involved in Sustainability at UMW --

*Environmental Sustainability Minor:* This interdisciplinary sustainability minor explains what sustainability is and how it is used in the real world. Students can deepen their understanding of the environmental movement, social justice, economic development, and the interactions among them.

*Ecology Club:* The student-run Ecology Club leads the sustainability movement on campus, partnering with national organizations like the Campus Climate Challenge and Energy Action Coalition, local associations like the Chesapeake Climate Action Network and the Rappahannock Chapter of the Sierra Club, and on-campus groups like Environmental Action and Awareness.

*Eco Reps:* Students work with the Sustainability Office to foster awareness of sustainable living.

*President's Council on Sustainability:* This council involves students in planning sustainability goals as members or with a PCS Action Group. See [sustainability.umw.edu](http://sustainability.umw.edu).

*Internships:* Sustainability-focused internships are offered through the Career Services Office and have included work on funding and grant writing for sustainability programs, Recyclemania planning and organizing, and sustainability PR and communication. Additional information is available at [sustainability.umw.edu](http://sustainability.umw.edu) or contact the Sustainability Office at 540/654-1165.

## UMW Alert System

The UMW Alert Network at <https://alert.umw.edu/index.php> allows UMW community members to register their email, cell phone, pager, or Blackberry/Treo to receive information from UMW in an emergency.

UMW Alert will provide emergency instructions and updates. UMW also uses an outdoor warning system to alert campus members of any situation warranting movement to a safe indoor location.

Blue light phones outdoors and red telephones indoors can be used for emergency assistance. Emergency assistance from University Police can also be received by calling 540/654-4444.



## University Police

*Brent House, 540/654-1025; Emergency 540/654-4444*

***Note: Any campus emergency phone connects to the emergency line.***



The goal of the [University Police Office](#) is to provide a safe and secure living, working, and learning environment. The office provides protection to the UMW community, enforces rules and regulations, and aids in promoting safety and order on campus. Officers have the authority to arrest both on and off campus for violations of the Code of the Commonwealth of Virginia, as well as administratively refer students for violations of UMW policy. Crimes on campus may be called in or reported anonymously through the Silent Witness Program available on the Police website.

UMW Police offer a free [Rape Aggression Defense \(RAD\)](#) basic self-defense program. To enroll, contact University Police. Safety Escort Service is provided, upon request, by stopping by University Police in Brent House, via use of a campus emergency phone, or by calling the University Police non-emergency number, 540/654-1025.

Adopt-a-Hall program allows residential students the opportunity to discuss security concerns and personal safety issues with a University Police Officer. Safety talks and meetings are conducted throughout the year.

Registration programs are available for personal property. We will be more than happy to register your bike or laptop.

Lost and found is administered by University Police. Lost items submitted to lost and found may be claimed by the owner. Items will be held for 60 days and then forwarded to the University Storeroom for inclusion in auctions or sales of property.

### **Wellness Resource Center**

*Fitness Center; 540/654-1732*

*Be Fit, Be Well, Be Active...Soar Like an Eagle!*

The [Wellness Resource Center](#) at the Fitness Center strives to provide resources that will enhance and educate the University community towards healthy lifestyle choices utilizing periodicals, textbooks, videos, interactive computer programs, participatory programming, and occasional guest speakers and seminars covering a variety of relevant topics during the regular academic year.



Wellness Defined: Wellness is an active process through which people become aware of, and make choices towards, a more successful existence (*from the National Wellness Institute*).

Make sure you check out the latest issue of Student Health 101. The current issue is now online with great articles, so get reading! [Click here for the student issue.](#)

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## **Policies and Procedures – General**

### **Complaints**

There are many avenues to address complaints from students or parents. Most can be resolved with a quick phone call or email inquiry with the office or official involved. However, some complaints may require additional steps including the submission of a formal written complaint. The University has established guidelines governing a wide-variety of such complaints. The following table identifies the type of complaint, a link to the guidelines, and the appropriate University office. In cases where none of the listed complaint types apply, students may wish to contact the Office of the Ombudsman at 540/654-2119 for further assistance.

## I. Academic Complaints

- A. Academic Disputes (See: [Dictionary of Academic Regulations](#) or the [academic catalogs](#))
- B. Honor Code (See: [Honor Constitution](#))
- C. Probation, Suspension, Reinstatement (See: [Academic Services](#))

## II. Non Academic Student Complaints

- A. Athletics (See: Director of Athletics)
- B. Disability Discrimination Complaints (See: [Disability Resources](#))
- C. FERPA Violation Complaints (See: [Office of the Registrar](#))
- D. Residence Life Complaints (See: [Office of Residence Life](#))
- E. Student Conduct Complaints (See: Office of [Judicial Affairs and Community Responsibility](#))
- F. [Tuition, Fee, Late Charge Appeals](#) (See: Associate VP for Finance and Controller)
- G. [Financial Aid Special Circumstances Appeals](#) (See: Office of Financial Aid)
- H. [Virginia In-State Tuition Appeals](#) (Vice President for Administration and Finance)
- I. [Parking Ticket Appeals](#) (Parking Management Office)
- J. [Discrimination Complaints](#) (AA/EEO Officer)
- K. [Title IX/Sexual Misconduct Complaints](#)
  - i. Against Students ([Office of Judicial Affairs and Community Responsibility](#))
  - ii. Against Employees ([AA/EEO Officer](#))
- L. [Bias Incident Reports](#) (AA/EEO Officer)

### Dining Hall Rules

- EagleOne Cards must be presented for admission into Seacobeck Hall dining areas if using a meal, flex or EagleOne to pay for entry.
- Improper use of an EagleOne Card is a violation of the Honor Code; examples are loaning out one's card or using someone else's card.
- Food served in Seacobeck Hall is to be consumed in dining areas. Take-out containers are available at the cashier's stand. Upon entry you must decide whether you will be eating in or taking it to go, otherwise a second meal swipe will be required to purchase a meal to go after you have eaten in the building. No utensils, serving dishes, or other equipment may be removed from Seacobeck Hall without permission.
- Seacobeck is an All-You-Care-To Eat environment, but we ask that you take what you want, but eat what you take, as we try to reduce food waste.
- Shoes and shirts must be worn at all times.
- Seacobeck will be open ONLY during eating hours and will close one-half hour after the last serving line closes.
- No guest will be permitted to eat unless proper payment has been made or a valid [EagleOne Card](#) has been presented. Abuse of guest privileges will result in immediate

disciplinary action. Malicious mischief and/or destructive conduct may result in loss of dining hall privileges and referral to Judicial Affairs.

### **Facility Scheduling**

*Student Activities and Engagement; Seacobeck Hall, lower level.*

Student organizations wanting to reserve space for on-campus activities may view the policies for room reservation and register at [students.umw.edu/studentactivities/room-reservation/](https://students.umw.edu/studentactivities/room-reservation/). Request must be submitted at least ten (10) business days prior to an event or five (5) business days prior to a meeting.

### **Intellectual Property - Policy**

UMW encourages the participation of students in research, scholarship, and other creative activities. Within this context, the University's approach to intellectual property is designed to protect the interests and rights of both individuals and the institution. The UMW Board of Visitors policy on intellectual property was originally adopted by the Board in 1987 and applies to all students enrolled in programs of study leading to degrees, as well as to employees and visitors. In general, students shall retain all rights relating to intellectual property developed on their own initiative without substantial use of University facilities and resources. The complete policy is published in the University Faculty Handbook [Section 5.7.1].

### **Motor Vehicle Policy and Regulations**

*Parking Management Office, Lee Hall 2<sup>nd</sup> flr.; 540/654-1129*

All UMW students bringing a vehicle to campus must have a decal. Students may park in designated campus lots consistent with their decal status. To purchase a parking decal, individuals must comply with UMW policy and procedures, associated state regulations and must be an enrolled student or active employee. After logging into [EagleNet](#) under helpful links on the UMW homepage the individual should click on banner self-service and select parking management under the personal information tab. Decals will be delivered to UMW campus mailboxes (for residential and commuter students). Before the decal arrives a temporary parking dash pass can be printed from online after purchase.

**Commuter Lots:** **With the exception of College Avenue**, all students may utilize commuter parking spaces located on campus from 5 p.m. to 7 a.m. Monday-Thursday and Friday from 5 p.m. until 7 a.m. on Monday. It is essential that non-commuting students move their vehicles from commuter lots by the 7 a.m. cut-off so that parking is open and ready for commuting students arriving for 8 a.m. classes and other business.

**No Student Parking at Anytime:** Inbound and Outbound Double Drive, in George Washington Hall Parking Lot #02, Simpson Library Parking Lot #05, Anderson Center Parking Lot #07, Jefferson lot #27, Framar and Jefferson lot #26, Combs and Bushnell Halls Parking Lot #27, the marked 24/7 Faculty/staff parking spaces located in the Sunken Road Lot #13 and UMW parking Garage Top Level (04) and spaces specifically reserved for Visitors and Residence Life members.

## Network and Computer Use

UMW provides services that allow for the appropriate use of technology in the pursuit of academic achievement and personal use. Please review the following:

1. [Network and Computer Use Policy](#)
2. Users must not illegally download or distribute, including via peer-to-peer file sharing, any copyrighted material.

*IT Security:* UMW regards security of its information resources as an institutional priority and maintains an information technologies security program overseen by the Information Security Officer. Students with questions about IT security can view additional information at the [UMW IT Security website](#) or by contacting the IT Help Desk at 540/654-2255.

*Protecting Your Credentials:* UMW will NEVER ask you to confirm your credentials or your personal information via email. You should never reply to such a message. Here are some tips to protect your account:

- Immediately delete any message asking for your credentials or any other personal information. Do NOT respond to these messages!
- If you replied to such messages or believe your account has been compromised, change your password immediately.
- If you need assistance in accessing your account, and/or in correcting a problem, please contact the IT Help Desk at [helpdesk@umw.edu](mailto:helpdesk@umw.edu) or at 540-654-2255.
- UMW students are expected to respect all property, whether it belongs to the University, other members of the UMW community, or members of surrounding communities. Damage to, or unauthorized relocation of property is prohibited, as is misuse of UMW's computers, telephones, and networks.

*Accessing the University Network with Your Computer:* To help protect the wireless network from misuse or viruses, students are required to use Cisco's "Clean Access" to access the Internet or network in all non-residential buildings. You will be prompted to download and install this software when it is required, and it will verify that your system is patched with the latest system and anti-virus updates. Once verification is complete, your computer will be able to fully utilize the local network and UMW's Internet connection.

*Computer Use in the Residence Halls:* All students in the residence halls still receive free ethernet internet access, and now wireless access as well. Premium services with more bandwidth are available from the Apogee Web site. [Click here](#) to request premium services from Apogee. The use of non-Apogee routers or the downloading of illegal content may result in termination of one's internet service.

*Violations:* Violations or suspected violations of the policies and principles enumerated above can be reported promptly to the IT Help Desk ([helpdesk@umw.edu](mailto:helpdesk@umw.edu) or 540/654-2255), the Information Security Officer (540-654-2152) or, in the case of spam or email abuse, ([it-abuse@umw.edu](mailto:it-abuse@umw.edu)). Students receiving DMCA violations will be contacted by the Information Security Officer along with the Director of Judicial Affairs.



## **Official Communications**

To have a question answered by phone, consult the [UMW Directory](#) to search by name or department. From a cell or off-campus phone, dial area code/prefix-extension, unless otherwise noted. For example, UMW extension 5555 becomes 540/654-5555. Official UMW communication may be done through email or by UMW mail services.

## **Parental Notification**

The Family Educational Rights and Privacy Act (FERPA) allows for universities to notify certain family members if their student is found responsible for violating the institution's alcohol or drug policies, or state laws regarding alcohol or drug use.

At the University of Mary Washington, a parent or guardian of any student under the age of 21 will be notified under the following conditions:

1. If the student is found responsible for violating the University's policy prohibiting alcohol intoxication, whether or not the student was arrested or transported to the hospital.
2. If the student is found responsible for a second or subsequent violation of the University's Alcohol Policy, regardless of the violation's seriousness.
3. If the student is found responsible for any violation of the University's Drug Policy.

A letter and/or phone call from the Dean of Student Life or designee will inform the parent/guardian. Typically, notification in these conditions does not occur until after the incident has been adjudicated, and the student's right to appeal the outcome has expired.

## **Posting Notices**

*Student Activities and Engagement; Seacobeck Hall, lower level; 540/654-1061*

There are several important guidelines that every organization must follow to help maintain a clean campus and to give equal access to available publicity space.

First, and most importantly, any poster, sign, flyer, notice, banner, or other advertisement to be displayed on campus must first be reviewed, approved, and stamped by SAE. All materials must include a phone number (local preferred), and the first name of the contact person. Be sure to bring your original signs and publicity materials to SAE to be approved **BEFORE** making multiple copies and posting them on campus.

For an event, printed publicity material must have the event's sponsoring organization(s), the date of the event, a contact name, and a contact phone number. Do not include any obscene or illegal information on the material. SAE will not approve vulgar material or anything with pictures or statements concerning alcohol or drugs. Materials will only be approved if they are in keeping with the values of the University.

Per the UMW Posting Policy, publicity materials may **ONLY** be displayed on public bulletin boards inside campus buildings; outdoor bulletin boards outside of Lee, Jepson, and Seacobeck Halls; or on tables in Seacobeck and the Eagle's Nest. The following guidelines apply regarding where and how material may be displayed:

At no time may anything be posted on lampposts; trees; columns; the Woodard Campus Center arcade; walls, front doors, or windows of buildings. Do not use chalk on the sides of buildings or the Woodard Campus Center arcade. Groups will be assessed a cleaning charge if they do. REMEMBER: post on bulletin boards only! Items may be attached to bulletin boards only with appropriate materials such as thumbtacks, push pins, standard staples, and masking or cellophane tape. Use of heavy-duty staples or staple guns is prohibited.

Fliers for Seacobeck and/or Eagle's Nest tables must be half-page size (8.5" x 5.5"), and will be removed every Friday morning. Only campus organizations may post publicity materials on Seacobeck tables.

Residence halls: All items to be posted in the residence halls must be brought to the Office of Residence Life in Marye House. Residence Life staff will post your materials in residence hall areas. Be sure to submit these at least two weeks ahead of the event so they are displayed in time. Materials not posted on an approved bulletin board in the residence halls will be removed. Do not enter a residence hall with the purpose of posting materials yourself. When bringing copies to Residence Life, provide no more than 95 copies. Residence Life will remove outdated fliers from residence hall areas.

Remove fliers from around campus as promptly as possible following your event.

Failure to follow any of the above-listed posting regulations may result in a warning; a second offense may result in the loss of the privilege of posting materials for the remainder of the school year.

### **Searches, Seizures and Event Security**

1. If University authorities have reasonable cause to believe that a University rule is being violated in a manner that prejudices the proper and efficient operation of the University or the welfare of the student body generally, University authorities may inspect the student's room for the purpose of investigating the violation. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings, then no search warrant is required. The Dean of Student Life, Director of Residence Life, or the Associate or Assistant Director may participate in an administrative search. The University Police may also observe an administrative search.
2. If the search is to be made for the purpose of a police investigation of a violation of criminal law, a search warrant or consent must be obtained. There are situations in which searches can be made of private residences without search warrants. Examples include: search of the area under immediate control of a person being arrested; plain view seizure of an illegal item; invasion of a resident's room in hot pursuit; and search made when it is not reasonably possible to get a search warrant.



3. Evidence observed by University personnel during search and seizure may be used in court during criminal prosecution, as well as in a University disciplinary proceeding.

*Security at Events:* In an effort to protect the University community and its guests, the following policy concerning the electronic searching of attendees at certain special events on the campus shall be followed. Searches will not routinely be conducted at traditional University events scheduled for enrolled students only, where the general public is not invited; however, security must be present whenever money is being collected.

*Search Criteria:* Searches will be conducted at any event where one or a combination of the following conditions exists:

1. Open to the general public.
2. An admission charge is collected.
3. Entertainer contract specifies that a search be conducted.
4. A person with dignitary protective coverage is in attendance.
5. Police have received adverse intelligence information concerning the group performing or activity to be engaged in on campus.

### **Snow Emergency**

*Facilities Services, 540/654-1047*

Virginia winters can bring inclement weather which results in difficult pedestrian and vehicular travel. In order to best meet the needs of our campus community, priorities and regulations have been established for snow and ice management. Safety is our first priority when allocating resources. With many miles of campus walks and roads, it typically takes our staff several days to address main priorities following a winter storm. Snow and ice management is a program responsibility of the Landscape and Grounds division, but critical support duties are assigned to personnel through nearly all of Facilities Services. If you notice delayed response times and routine tasks not being accomplished, it is because snow and ice management has taken a higher priority.

Please exercise personal caution when walking or driving in winter weather conditions. Hazardous areas may develop or persist even after removal efforts or chemical treatment of surfaces. There is no substitute for good judgment.

We realize the importance of our students and faculty/staff arriving safely at their destination. UMW faculty/staff and students are encouraged to wear proper footwear for snowy and icy conditions, and to plan on taking extra time and alternate routes to reach destinations.

### **Solicitation**

Residence halls may not be used as sales rooms or for storing merchandise. Door-to-door sales in residence halls are not permitted without the permission of the Director of Residence Life or his or her designee.

- I. Registered student organizations must receive prior approval from the SAE office for any sales activity.
  - a. Tables may be reserved in the Woodard Campus Center lower lobby and courtyard on a first-come/first served basis. Reservations are taken by the staff at the Information Desk.

- b. Tables may be reserved outside of Lee Hall on a first-come/first served basis. Reservations require the completion of an Event Application Form which may be found on the SAE website. The information will be forwarded to the Events Office for final approval.

II. Individual students seeking to sell products, food, etc. must following the off-campus vendor guidelines (below).

III. Off-Campus Vendors may reserve space through the UMW Bookstore. The retail operations manager will complete the space reservation request.

IV. Off-Campus Groups wishing to distribute information may reserve space through the Events Office, 111 GW Hall. They will be assigned a specific area and will be directed not to approach students, but to allow students to express interest by approaching them.

### **Student Organizations**

*Student Activities and Engagement (SAE); Seacobeck Hall, lower level: 540/654-1061*

SAE is the home to a myriad of student activities on campus. Its staff members assist students as they propose, develop, and execute plans for events and programming. They work with student organizations in the planning of campus-wide concerts and/or shows and traditional events. SAE collaborates with students, faculty, and staff to promote programs and opportunities for campus entertainment, and it assists students in developing interpersonal, organizational, leadership, and citizenship skills.

The University of Mary Washington offers more than 120 clubs and organizations for students. For a complete listing, visit <http://students.umw.edu/studentactivities/student-clubs-and-organizations/list-of-student-clubs>. If you do not see something you like, contact SAE regarding the process to begin your very own student club or organization.

Student organizations wanting to reserve space for on-campus activities may view the policies for room reservation and register [here](#).

### **Town and Gown**

The Town and Gown Committee was formed several years ago through the efforts of President Richard V. Hurley, city officials, and neighborhood leaders. The goals are to enhance communication between the University and the community and to work collaboratively to solve issues and concerns. The committee continues to be an important venue for enhancing relations between the UMW and local residents. Currently, the Town and Gown Committee is comprised of approximately 25 members—heads of neighborhood associations, city council members, city staff, UMW administrators, student leaders, and representatives from both city and University police. The committee meets four times each year, alternating its meeting site between the University and city facilities. If you have issues or concerns that you would like the committee to consider, please contact the [Office of the Vice President for Student Affairs](#) (310 GW Hall; 540/654-1062).

## **Use of the UMW Name**

Organizations wishing to create documents using the UMW name, logo, and seal for use off campus must follow the guidelines outlined in the [Identity Standards Manual](#).

These guidelines require that the Primary Logo (University of Mary Washington text accompanied by the column design) be used. A high resolution digital file of the logo is available from Design Services.

- Any organization wishing to use the UMW name for publications that will be distributed off campus must take a final draft to Design Services and allow at least one week for Design Services for review, revision, and/or approval of your document.
- The official University Seal is used in selected applications as determined exclusively by the President or a designated representative. Any organization wishing to use the Seal must submit its request for approval in writing to the Office of the President.
- All requests must be made to the Director of Publications and Design. Any questions regarding these regulations should also be made to this office (540/654-1686 or [abilling@umw.edu](mailto:abilling@umw.edu)).
- The UMW Office of Publications and Design retains the right to review proofs prior to final production of merchandise. The University also reserves the right to rescind approval at any time for any reason.

## **Virginia Freedom of Information Act**

*University Relations and Communications; 540/654-1055*

All requests for University-related information made under the provisions of the Virginia [Freedom of Information Act \(FOIA\)](#) must be directed to the Office of University Relations and Communications. Do this by completing a FOIA request form, which can be found online at [advancement.umw.edu/foia](http://advancement.umw.edu/foia). Under FOIA, UMW may charge for copying and for search time. For more information, including costs, contact the Office of University Relations and Communications, which is located in the Eagle Village office building.



# Residence Life

Marye House; 540/654-1058; [reslife@umw.edu](mailto:reslife@umw.edu)

## On-Campus Living Requirement

The University of Mary Washington believes that living on campus is an integral part of a student's complete educational experience; therefore, all full-time students who are admitted as residential students in their first year are required to live on campus for two full academic years. Exceptions may be made for students who:

- are married
- are 23 years of age or older before the first day of the fall semester.
- have dependent children living with them
- are living with a parent, grandparent or legal guardian within 30 miles of UMW
- have a University-endorsed internship, clinical placement, or are student teaching outside the Fredericksburg area (approved by UMW Academic Affairs)

For reasons other than those listed the applicant must be very specific and extensive in his or her explanation of the significant, uncontrollable, and unforeseen extenuating circumstances that require an exception to be granted. Medical requests to be released from the on-campus obligation must go through the Housing Accommodations process in the Office of Disability Resources.

In order to be approved to live off-campus, students must submit a request detailing the situation to the Office of Residence Life and have their application (see <http://students.umw.edu/residencelife/agreementtermination>). Students should not rely on any information other than a written approval from the UMW Office of Residence Life in making other living arrangements. The burden is on the student to provide clear and convincing information to prove they fall within the exceptions stated above. Students within the first two years of their Agreement should only ask to be released if planning to live with a parent or legal guardian within 30 miles of UMW.

## RESIDENCE LIFE - *Standards and Procedures*

**Air conditioners:** Individual room air conditioning units are prohibited, with the exception of those used by Residence Life staff and individuals who have approval from the Office of Residence Life. If you have a documented medical condition and require air conditioning, the form can be obtained from URL <http://students.umw.edu/residencelife/forms>.

**Art displayed in shared areas:** Shared areas within residence halls must not be used for permanent student art displays such as murals painted on walls. As an alternative, students wishing to display art in an area outside of their housing assignment but within the same residence hall must present to their resident assistant a rendering of the intended artwork (with a listing of desired colors). Next, the student must ask the community to consider the artwork and vote on whether it should be permitted in the space. Eighty percent of the students in the community must approve the art rendering. Artwork should not be offensive. If the location is in a common area frequented by the entire building population – such as a parlor, first floor foyer, or a kitchen – the community is considered the entire building. If the location is on a floor's hallway wall, the community is considered only that floor. The student is responsible for the

purchasing of all materials, the painting of the artwork, and the clean-up. All artwork must be completed before Thanksgiving Break, and must be removed before move-out in May. The University is not responsible for the artwork.

**Beds:** Russell Hall rooms have standard twin (75-inches long) mattresses, and all other residence halls have extra-long twin (80-inches long) mattresses. All rooms, with the exception of Russell Hall, are furnished with bed frames that can be bunked or lofted. Personal lofts (those not provided by the University) are prohibited. Information regarding bed modifications may be found at <http://students.umw.edu/residencelife/bed>.

**Break housing:** Students are permitted to remain in campus housing during Fall Break. Limited housing is available in some traditional housing and in the UMW Apartments during Thanksgiving and Spring Break. Students requiring housing for special circumstances must apply for it with the Office of Residence Life by the advertised application due date. Eagle Landing does not close during break periods, however Eagle Landing residents still need to reapply to remain during those time periods so the University is aware of their presence in case of an emergency.

**Cable television, computers, and technology:** Residence hall rooms have Ethernet data ports and wireless access that connects to the internet. In addition, cable television is available in on-campus residences. Residence hall computer and cable service is provided by Apogee Inc. Assistance is available 24/7 at [MyResNet.com](http://MyResNet.com).

**Check-out:** Residents must remove all their belongings from on-campus residences 24 hours after their last exam or no later than the posted closing time, whichever is earlier. Graduating seniors may occupy their rooms until 10 a.m. on the day after graduation.

**Commercial enterprises:** No business may be conducted in the residence halls without written approval from the Director of Residence Life or his or her designee. The presence of any promoter, vendor, or unauthorized visitor should be reported to Residence Life staff and/or University Police.

**Custodial areas:** Custodial service is provided only for residential common areas open to everyone. Cleaning of student rooms, suite bathrooms, apartments, and shared bathrooms in Willard Hall is the responsibility of the individual occupants who use those areas. Charges will be assessed for inordinate cleaning of public areas.

**Damage assessment:** Students are responsible for UMW property in their rooms and elsewhere in the residence halls. Charges may be assessed to an individual who is found responsible for property damage or a situation that requires excessive cleaning. If it cannot be determined who is responsible for damages in a common area, students of the community can be held responsible for the damage charges.

**Dining:** All residential students are required to have a meal plan. Students who fail to select a meal plan when submitting their Housing Agreement will automatically receive a 225 block plan. For more information on UMW Dining Services, visit [umwdining.com](http://umwdining.com).



**Entrance to student rooms:** UMW reserves the right for its authorized representatives to enter the premises for housekeeping purposes; repair and maintenance; to determine occupancy and vacancies; health or safety reasons; to protect life, limb, or property; and to assure compliance with state, federal, or UMW regulations. UMW reserves the right to enter student rooms during breaks for maintenance, housekeeping, safety purposes, and to determine compliance with closing procedures.

**Fire safety:** Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in UMW buildings as a safeguard for lives and property. UMW regulations and Virginia law prohibit sounding a false alarm or tampering with fire safety equipment.

Regular fire drills are held under the direction of Residence Life staff in conjunction with the Campus Fire Safety Officer. Residents **MUST** leave a building when a fire alarm sounds. Certain items are listed under “Prohibited Items” due to restrictions under fire safety regulations. UMW reserves the right to limit the amount of paper on walls, ceilings, windows, and doors for the purpose of fire safety. Any fabric hanging from windows must be flame-retardant. Fabric must not hang from walls. Items shall not hang from ceilings.

Health and safety inspections will be conducted at least once every semester to determine compliance with policies.

**Furnishings:** Furnishings supplied in a residence hall room must remain in the assigned room; the moving of furniture into another room in a suite is prohibited. No furnishings located in residence hall common areas may be removed or moved into student rooms. A service charge of \$50 per item to return furniture will be assessed. Stacking furniture or placing a bed on top of other furnishings constitutes a safety violation.

Limited additional furniture is permitted. Residents are held responsible for any damage caused by the moving of furniture, either in the apartment or common hallways. Inflatable furniture, bean bag chairs, exercise (i.e., treadmills) and recreational equipment (i.e., ping pong tables) are not permitted. Upholstered furniture must be fire retardant. Look for one or more of these fire retardant standards on identification tags:

- NFPA 701
- Class 1 of the U.S. Department of Commerce Commercial Standard 1915330 • California Flammability Bulletin 117- ASTM E 84
- Upholstered Furniture Action Council (UFAC) (Gold Tag)

All upholstered furniture must be in good condition. Residence Life reserves the right to have a student remove any piece of furniture that presents a fire, health, or safety hazard.

**Guests:** Residents are responsible for guest conduct in the residence halls and may be held accountable for any misconduct. Guests should be escorted at all times.

Permission to have overnight guests is contingent upon the prior approval of all occupants of the living space and in conjunction with each residence hall’s visitation policy within their community standards, which are established by a vote of the residents. There is no overnight visitation, except for immediate relatives, in first-year residences during the fall semester. No

one guest may stay in a building more than three consecutive nights or more than 14 nights each semester.

Overnight guests are prohibited during break periods and other times when the halls are not officially open. Guests who visit Eagle Landing must be signed in at the front desk.

**Hall Complex Councils and Self-determination:** All residential students are members of their residence hall Complex Council. All residence halls have elected officials to discuss issues facing the building, develop programming, and address residential concerns.

**Heating and Cooling:** Centralized heating is controlled by energy efficient sensors that respond appropriately to outside temperature. Buildings with centralized cooling systems are controlled in the same fashion.

**Housing and Dining Services Agreement:** In order to operate the residence hall and dining services at the lowest possible rate for the students, the University of Mary Washington must provide these services on an Agreement basis for the full academic year (or for the spring semester only for students entering for that term).

The University of Mary Washington uses an electronic application process that allows students to execute their housing agreement online. \*When the official Housing and Dining Services Agreement is submitted electronically to the University of Mary Washington, it becomes a **binding Agreement** between the student and the University. Students who submit the Agreement will not be permitted to cancel the Agreement.

**Keys:** Upon checking-in, each student is given a key to his/her residence. If a key becomes lost or is not returned by the designated check-out time, locks will be changed at the student's expense. If replacement of a key or lock is necessary, it should be immediately reported to the University Police at Brent House or by calling 540/654-1025. The cost for replacement keys or locks will be assessed to the student's account. Students are prohibited from placing their own locks on individual doors. Lost room keys must be reported to the University Police located in Brent House as well as to your resident assistant. You will be charged for the replacement key and lock change.

**Lounges:** Lounges are provided for the use of all residents of a building. Residing and/or sleeping in a lounge is prohibited. Organizations may not reserve floor study lounges. The main lounge or parlor within a building, seminar rooms in the Randolph/Mason Link and the Eagle Landing Rotunda may be reserved for use by contacting the Office of Residence Life.

**Microwave ovens:** Microwaves are permitted only in the kitchen areas of residence halls, UMW Apartments, and Eagle Landing. Because of electrical wiring and to ensure fire safety, microwaves are prohibited in student rooms and in non-kitchen areas.

**Noise:** Though halls vote on specific "quiet hour" periods during which noise should not permeate the confines of a resident's room, noise from a resident's room should never be excessive nor risk disrupting the hall community.

Items producing sound should be kept on low volume at all times. Stereo speakers may not be placed on window sills and/or directed outside. Because of safety and noise regulations,

sports are not permitted to be played in residence halls. Musical instruments are not to be played in residence halls unless the player uses headphones.

**Personal property insurance:** Students are responsible for the care and safety of their own personal property. UMW cannot be held liable for loss or damage to personal property. Students are **strongly** urged to confirm whether their personal property is covered under their parents' homeowners insurance and make arrangements for additional renter's insurance coverage if necessary.

**Pets:** Animals – living or dead – are not allowed in residence halls at any time, except fish contained in aquariums no larger than 10 gallons. Only one 10-gallon container per room or apartment is permitted.

**Prohibited Items:** partial list – in addition to other policies

- alcohol (except in spaces where residents are 21 or older); keeping empty alcohol containers in any residence is prohibited
- air conditioners
- ammunition
- animals (live or carcasses) except fish kept as a pet in a 10-gallon or less aquarium
- bicycles indoors (in residences, for instance). Bicycles must be registered with the University Police and stored in bike racks/storage areas.
- candles with wicks, candle warmers, and incense
- chemicals or hazardous materials
- curtains and draperies (unless with a tag displaying fire-retardant information or unless treated with fire-retardant spray and the can and receipt are kept on file to provide as proof when asked)
- controlled substances
- cut trees
- decorations covering more than 10 percent of wall and ceiling space
- devices used to promote irresponsible drinking (e.g., beer bongs, funnels, balls, and/or beer pong tables)
- door decorations (fliers, posters, pictures displayed on either side of a door) other than the name tag provided by the Residence Life staff
- drug paraphernalia
- electric smoking devices
- electrical cooking appliances (including microwaves) in residence hall rooms or non-kitchen areas; all electrical appliances without an automatic shut-off such as coffee/tea pot; any electrical appliance which is not UL-approved; any electrical appliances with an open heating element (including but not limited to potpourri burners, lava lamps, space heaters, hot plates, crock pots, and indoor grills)
- electrical cords around doorways or under carpets
- electrical items left plugged into bathroom outlets such as curling irons and hairdryers
- explosives, fireworks, or pyrotechnic devices
- extension cords (unless multiple outlet-type with built-in fuse and surge protector)



- fabric on walls (including tapestries)firearms and other weapons: air rifles, pellet guns, or other weapons including realistic facsimiles, ammunition, switchblades, knives with blades over 5 inches, biological or chemical weapons such as mace and tear gas
- flame-producing devices
- halogen lamps
- hazardous chemicals, gasoline, lighter fluid, or other flammable liquids
- hookahs
- items that pose a danger to the UMW community
- mopeds or other fuel-powered or motorized vehicles
- non-UL approved electronics
- outside antenna/satellite dish
- overstuffed or inflatable furniture, waterbeds, personal lofts
- projectile firing devices
- Refrigerators: more than one 4.5 cubic foot refrigerator in a single, double, or triple room (quads can have 2 refrigerators); suite/apartment-style housing are not permitted to have additional fridges beyond the large one provided in the kitchen. Fridges must be plugged directly into the wall.
- space heaters
- Removal of University-issued furniture
- signs considered to be University, government, or another's property
- wireless internet routers

**Reassignment:** The University reserves the right to change room assignments at its discretion, including, but not limited to, the right to reassign any resident of the University Apartments or Eagle Landing to traditional on-campus housing in the event of any violation of residential policies or because of other University policies or procedures.

**Refrigerators:** Personally-owned refrigerators that are 2 amps or 4.5-cubic-feet or less in size are permitted, providing they are UL approved. Only one refrigerator is permitted in a double or triple room and two are permitted in a quad. Locked refrigerators are not permitted unless approved by the Director of Residence Life or his or her designee. Only the full-sized refrigerator provided in each apartment kitchen is allowed in the UMW Apartments and Eagle Landing; no additional refrigerators are permitted.

**Room Changes:** Changes in room assignment must have prior approval from the Office of Residence Life. All students involved in an unauthorized room change will be assessed a \$50 fine and are subject to disciplinary action. A housing wait-list process and the room change process are available through the Residence Life website. Once approved, unless otherwise detailed, residents must remove all belongings from the room, turn in room keys, and check-out of their room. When moving into a new room, students must follow directions to obtain their new key.

**Room Condition:** Each resident is responsible for leaving his or her room space in the same or better condition than that in which it was found upon moving in, as stated on the "Room

Condition Inventory” (RCI) provided upon moving-in. Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning made necessary by misuse of facilities; removal of any extra furniture, abandoned property, or trash/item removal; or other unusual conditions requiring correction. Residents are responsible for notifying Residence Life staff immediately upon discovering any deteriorated or altered room conditions. Work orders may be filed by residents at [eaglenet.umw.edu](http://eaglenet.umw.edu). Occupants are expected to keep their rooms clean and orderly at all times. Trash is to be placed in appropriate receptacles. Damage assessments will be conducted upon move-out, and students will be charged for any damages not previously indicated on the RCI.

**Storage:** Storage space is not available for personal belongings or for the removal of University furnishings. No student may store anything in a residence hall storage closet/room. Anything a student brings to campus must fit inside of his/her room.

**Unauthorized areas:** Students are not permitted in maintenance areas, boiler rooms, roofs, storage areas, custodial areas, or in rooms or UMW Apartment balconies without permission.

#### **Additional UMW Apartment and Eagle Landing Notes:**

**Balconies and porches (UMW Apartments only):** All apartments are equipped with either a balcony or porch area. For reasons of safety, no more than four people are permitted on a balcony at any one time.

Additionally, balconies and porches are to be kept orderly at all times and are not to be used as storage areas for personal belongings, such as laundry or trash. Grills, hammocks, futons, couches, bicycles, mattresses, and swings are not permitted on the balconies or porches. Residents shall not hang or display any flags, banners, signs, items of clothing, or household linens outside apartments from windows, doors, railings and porch roofs, or place such items on balconies and porches.

No University-provided furniture is permitted to be moved from the apartment to the balcony/porch.

**Cooking:** Care needs to be taken at all times while cooking. Cooking materials should not be left unattended or left on when the apartment is unoccupied.

**Married student housing (UMW Apartments only):** If a one bedroom or efficiency apartment is available, two currently enrolled full-time married students may elect to be assigned there during housing selection. Should an apartment become available during the year, a married couple on a waiting list may be housed in a one bedroom or efficiency apartment. Documentation of marriage is required. Children are not permitted to reside in on-campus housing.

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## The Judicial System

*Office of Judicial Affairs and Community Responsibility, Marye House, 540/654-1660*

Students at the University of Mary Washington are entitled to a community that is conducive to their safety, personal growth, and academic success. By providing expectations for responsible conduct, and by having a judicial system that responds when community standards may have been violated, the University seeks to maintain a balance between the rights of individual community members and the rights of the community as a whole.

The judicial system includes the Director of Judicial Affairs and Community Responsibility, professional members of the Residence Life staff, the Student Conduct Hearing Board, and the [Judicial Review Board \(JRB\)](#). (The [Honor Council](#) is a separate entity, and is not a part of the judicial system.)

### PHILOSOPHY:

The University's judicial system seeks to balance the needs of individual students and the needs of the surrounding community. Education is the system's primary goal — specifically, assisting students to develop a sense of ethics and responsibility to themselves, to each other, and to the communities in which they study, work, and live. Furthermore, when students behave in a manner that is inconsistent with the standards of the University, it also is a goal of the judicial system to educate them about the consequences of their conduct, and to provide them with the tools to make decisions that are consistent with both responsibility to themselves and responsibility to their community.

The President of the University is charged with responsibility for all aspects of student life at the University. Therefore, the administration must ensure that the campus environment remains safe, comfortable, and supportive of the mission and standards of the institution. The "[Statement of Community Values](#)" provides a template for those standards. Some behaviors cannot be tolerated because they threaten the basic safety and well-being of others in the University community. Other behaviors, while less serious, have an adverse impact on the University's educational mission. Rules and regulations have been carefully developed to minimize the risk of harm to all members of the University community, and to maximize the ability of students to achieve excellence in all areas. In addition, local, state and federal laws have been considered in developing the University's rules, regulations, and judicial policies. The Code of Conduct (below) lists expectations UMW has of all its students. However, an academic community should provide many opportunities for self-government. To this end, authority has been delegated to students through organizations such as the Student Government Association, the Student Senate, and the Judicial Review Board, and through Self-determination by Community Standards.

The University's judicial system and the Code of Conduct are administered by the [Office of Judicial Affairs and Community Responsibility](#). The Office maintains oversight over administrative hearings, the Judicial Review Board, and the Student Conduct Hearing Board.

Because student behavior, character development, and ethics go hand in hand, the Office of Judicial Affairs and Community Responsibility supports programs that raise students' awareness of ethical issues – from individual to global – that are present in contemporary

society. It also assists students to resolve conflicts that may arise by using alternatives to the judicial process, including mediation.

### **SELF-DETERMINATION BY COMMUNITY STANDARDS:**

The University's dedication to a liberal arts education is reflected in its policy of self-determination. Each residence hall\* is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each hall, with the guidance of Residence Life staff members, develop guidelines and procedures of governance for living which allow for both individual freedom and respect for the privacy and personal rights of others in the community.

Residents in each hall exercise this responsibility of self-governance through Complex Councils. Students develop guidelines called community standards which pertain to the maintenance of a clean and orderly environment, the establishment of quiet and courtesy hours, the regulation of visitation of guests, the assurance of a reasonable level of safety and security, and the regulation of conduct which infringes on the rights of other residents.

The policies and procedures, adopted by Complex Councils as the community standards for each hall, must be compatible with University policy, public laws, and the academic objectives of a residential, educational community. The individual's right to privacy and freedom of personal choice, and the educational goals of the University must always be ensured. Each student has the right to counsel with a member of the Residence Life staff concerning problems arising from self-determination. The staff of Residence Life and the Office of Judicial Affairs and Community Responsibility have the right to intervene to ensure that the rights of all students are respected.

The ultimate goal is to build communities in which individuals are not harassed, excluded, or made to feel uncomfortable because of sex, color, religion, sexual orientation, disability, lifestyle, or political beliefs. The University years should allow the exploration and development of personal identity and values, and this exploration can best take place in an atmosphere of mutual respect, understanding, and self-determination.

\*NOTE: The words "residence hall" or "hall" are used interchangeably and refer to any residential unit associated with campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.

*Self-Determination by Community Standards in the residence halls:* Students and staff are prepared for participation in this program by receiving training to enhance their interpersonal skills. Students will find these skills useful when deciding Community Standards (rules governing various aspects of residence hall life). Resident Assistants will meet with small groups of students, who will discuss and decide (by consensus) the rights and responsibilities of community members. Rules such as quiet hours, visitation, damages, smoke-free areas, 24-hour study rooms, and kitchen use are negotiables which the students may decide upon. Students may choose to adhere to the rules which have already been set as a standard in the Student Handbook. These rules will remain in place until the residents reach a different decision. Safety regulations and policies based upon the Code of Virginia and/or federal laws are not negotiable. Issues which may affect the entire building, such as quiet hours and visitation, will be decided by the community based upon recommendations from individual hall groups. If a rule does not seem to be appropriate or working, any member of the community may present a proposal to the Complex Council for reconsideration during a scheduled meeting. Once the rules of the residence hall have been decided, these rules should be posted.

Alleged violations of individual or community rights may be reported and/or documented by any member of the community. Incident reports are completed and routed to the appropriate disciplinary process as outlined elsewhere in this section. The Self-determination by Community Standards concept reflects a strong preference for educational rather than punitive outcomes in instances where University policies are violated. Where these approaches are not successful or not appropriate, the judicial processes are designed to enforce adherence to the rules on community standards and protect the interests of individuals who are being victimized as well as the community at large. Each disciplinary situation is handled on a case-by-case basis. Given the individual nature of each situation, there is no set list of mandatory sanctions attached to specific violations.

*Complex Councils:* The Complex Council serves as the representative governing body for each residence hall within the complex. The Complex Council is comprised of the president, a vice president for each hall within the complex, a treasurer, a secretary, and a historian; the social/publicity and recycling chairpersons; and floor representatives. The Complex Supervisor or Senior Resident Assistant serves as Complex Council advisor and acts as a valuable resource for facilitating community development. Councils serve to coordinate the community standards program within each residence hall and also strive to build community and promote a positive, healthy atmosphere in each hall.

*The role of Self-Determination by Community Standards (fall semester):* During the first few weeks of the fall semester, Resident Assistants will convene and conduct floor meetings to discuss and decide upon the rules and regulations that will serve as community standards for the floor. Rules that affect other floors or the entire building must be presented to the building residents for a vote. The voting process is as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

*The role of Self-Determination by Community Standards (spring semester):* During the first few weeks of spring semester, fall semester community standards are to be reviewed by the Complex Council of each building. Changes are to be discussed and voted upon. All changes are to be announced throughout the residence hall. After initial spring semester revisions are made, the Complex Council proposal format should be used to recommend changes in policies, procedures, services, or community standards.

*Self-Determination by Community Standards outside the residence halls:* Commuting students also benefit from the concept of self-determination. Furthermore, not all community standards concerning students who live in the residence halls apply to residence hall settings. Under the auspices of the Student Government Association (SGA), the Student Senate has the responsibility to legislate with regard to all issues of student concern.

## **ADJUDICATION:**

### **Process for handling alleged violations of UMW's Code of Conduct**

In any judicial hearing related to alleged violations of the Code of Conduct, students are guaranteed specific rights throughout the process, and also have specific responsibilities. These are detailed at [students.umw.edu/judicialaffairs/the-judicial-system/rights-and-responsibilities/](https://students.umw.edu/judicialaffairs/the-judicial-system/rights-and-responsibilities/).

**Alleged violations inside residence halls:**

When an alleged violation of UMW's Code of Conduct occurs within the residence halls, an Incident Report documenting the alleged violation is written – for example, by a residence hall staff member or by another student. Incident Reports may be considered individually or cumulatively in addressing the behavior involved. A student can be charged with one or more alleged violations of the Code of Conduct by a Residence Life administrator, or by the Director of Judicial Affairs and Community Responsibility, and will be given the opportunity to attend a hearing in which it is determined whether or not the student is responsible for the alleged violations, and if responsible, what sanctions he or she should receive.

Less serious alleged violations heard by Residence Life administrators and/or the Judicial Review Board (JRB) – also known as Level II violations (see below, under “Code of Conduct”) – generally are handled as follows:

The Residence Life administrator notifies the accused student that he or she has been charged with one or more judicial violations. At a mandatory pre-hearing conference, available incident documentation is made available to the student, and the student is invited to review the University's judicial procedures. The student is then given the opportunity to choose a hearing with the JRB, or to waive his or her rights to a hearing and to accept sanctions determined by the Residence Life administrator at the close of the pre-hearing conference.

Alleged violations heard by the Director of Judicial Affairs and Community Responsibility or designee – also known as Level I violations (see below, under “Code of Conduct”) – generally are handled as follows:

Upon receipt of incident documentation by the Director, the student will be informed in writing of the charges. Formal pre-hearing procedures are not required at this level of alleged violations because accused students do not have a choice of hearing options. However, the Office is committed to assisting accused students throughout the judicial process, and students in need of further information related to the charges, or to the judicial process in general, are invited to meet with the Director.

For information on how alleged violations are handled by the Student Conduct Hearing Board, please see the section below pertaining to that judicial body.

**Alleged violations outside residence halls:**

When an alleged violation of University policy occurs outside the residence halls but on University property, a report will be written by the observer of the alleged violation — for example, by a University Police Officer. The report is then routed to the Office of Judicial Affairs and Community Responsibility and referred to the appropriate hearing body. Alleged violations that are otherwise handled by Residence Life administrators or by the JRB may be heard by the Office of Judicial Affairs and Community Responsibility when they occur outside of residence halls. Alleged violations that are heard by the Student Conduct Hearing Board are heard by this Board no matter where they occur, on or off University property.

**Alleged violations off campus:**

(See “Off-Campus Misconduct,” p. 60)



## **SANCTIONS:**

The disciplinary process can result in a range of sanctions varying in severity according to the violation, but all have the ultimate goal of creating an educational outcome.

The most serious violations can result in a student being suspended from the residence halls, or from the University entirely; or being permanently expelled.

### **Administrative Withdrawal:**

When the withdrawal of a student from a semester is required by action of the Honor council or as a result of official administrative action, such involuntary withdrawal is termed

Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled/suspended is not eligible for readmission or refund of any fees, except the balance of a meal plan, if applicable.

## **Judicial Review Board**

### *Philosophy of the Board*

All of the Board's activities, and ultimately its very existence, derive from a single principle: dedication to student responsibility for student actions. Thus the Board conceives of its role, in terms of the University judicial process, as one of mediation between the expectations of the University as an enduring institution, the needs and rights of the student body as a whole, and the needs, rights and impulses of the individual student. Each alleged violation of University rules is considered unique, due to the circumstances surrounding the violation; therefore, there is no system precedence. The sanctions it recommends represent, not an attempt to punish, but the best possible balance of the three interests, and are a sincere attempt to communicate to the individual, at the most immediate level possible, that his/her actions have somehow damaged the mutual ongoing process of education.

### *Composition of the Board*

The Judicial Review Board (JRB) shall be comprised of the President, Vice President, and twenty elected members — five from each class. The JRB is advised by the Director of Judicial Affairs and Community Responsibility. If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself/herself from the hearing. A quorum of five must be present to hold a hearing. The others shall be reserved in the event of an appeal. The Board members will select (from within the Board), a Hearing Coordinator, a Sanctions Coordinator, a Secretary, and a Treasurer.

### *Procedures for Judicial Review Board (JRB) hearings:*

1. The JRB President receives the Incident Report and will contact the accused student about the date and time of the hearing.
2. All those in attendance introduce themselves by their name and their role in the hearing.
3. The Hearing Chair reminds all present about the Honor Code, and the standard of evidence used, which is preponderance of evidence.
4. The Hearing Chair reads the charges to the accused student, who pleads "Responsible" or "Not Responsible" after each charge. (If the accused student pleads "Responsible" to all charges,

the hearing moves directly into the sanctioning phase.)

5. The incident documentation is read by the Hearing Chair.
6. The incident documenter (if present) and witnesses requested by the Board (if present) relate their perspectives of the incident.
7. The accused student relates his or her perspective of the incident.
8. Witnesses requested by the accused (if present) share their perspectives of the incident.
9. The accused student is given the opportunity to hear all statements made by the incident documenter and by the witnesses, and to question these individuals in front of the Board following their statements.
10. The accused student is given the opportunity to make a closing statement.
11. The Hearing Chair adjourns the hearing for deliberation. The Board may recall any individual to question his or her statements further. The decision of the Board is based on the incident documentation and on statements made during the hearing. A simple majority of Board members present will determine whether the accused student is found “Responsible” or “Not Responsible” for each charge.
12. The Hearing Chair reconvenes the Board and the accused student (and his or her advisor, if present) and announces the Board’s decision.
13. If the accused student is found “Responsible” for one or more charges, s/he is given the opportunity to make a statement and the Board is given the opportunity to question the accused student further.
14. The Hearing Chair adjourns the hearing for sanctioning. The decision of the Board is based on the incident documentation, statements made during the hearing, and any prior violations for which the accused has been found “Responsible.” Board members will reach a decision concerning sanctions by a simple majority.
15. The Hearing Chair reconvenes the Board and the accused student (and his or her advisor, if present) and announces the Board’s decision. The accused student is reminded about his or her right to appeal the hearing.
16. The Hearing Chair adjourns the hearing.

### *Procedure for appeal to Judicial Appellate Board*

The Judicial Appellate Board shall be composed of a presiding officer and five non-biased members of the Judicial Review Board (JRB) who did not sit on the original hearing. An accused student who has been found responsible for a violation by the JRB may, within five business days after notification of the decision, send a letter of appeal to the JRB (Marye House) requesting the Judicial Appellate Board to review the decision of the JRB on any one of the following grounds:

- a. Denial of judicial process.
- b. Presentation of new evidence not available at time of hearing.
- c. Sanction inappropriate for, or inconsistent with, the violation.

In an appeal, the student shall set forth in writing all of his/her objections to the action of the JRB. The President and Vice President will review the appeal letter and evidence and decide if an appeal is warranted. In the case of (a) or (b), an appellate hearing shall occur. In the case of (c), the Judicial Appellate Board shall convene to consider the sanction only.

### *Procedure for appellate hearing*

1. The Presiding Officer reads the letter of appeal to the Appellate Board and adds any relevant information.

2. The appealing student may present information that he/she feels supports the appeal.
3. The Appellate Board may question the appealing student, any witnesses, or the Residence Life staff member (if present).
4. After testimony, the Presiding Officer adjourns the Appellate Board for deliberation. The Board may recall anyone who previously appeared for further questioning and clarification.

## **Student Conduct Hearing Board**

Students accused of having violated the University's Sexual Misconduct Policy may be referred to the Student Conduct Hearing Board (SCHB). Please see p. 58 for information about the Sexual Misconduct Policy, and about resources available to students.

The purpose of the hearing is to provide an opportunity for both the accuser and the accused to give a full account of the circumstances and facts involved. Generally, a hearing will take place prior to the University enforcing any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the University community, the student may be suspended from the University or residence halls (interim suspension) until the hearing can be scheduled.

The Student Conduct Hearing Board shall have full authority to determine the disciplinary sanction, if any, to be imposed upon a student found responsible for a violation. The Board is chaired by the Director of Judicial Affairs and Community Responsibility (or designee).

### *Composition of the SCHB and responsibilities of the Chair*

1. Student Affairs administrators serve as standing members of the SCHB. A hearing board shall be comprised of the Chair and three standing members. The responsibilities of the Chair, who is not a voting member, shall include:

- a. Protecting the students' rights throughout the judicial process.
- b. Contacting the standing members of the SCHB to notify them of the date, time, and location of the hearing.
- c. Notifying the Vice President for Student Affairs of the Board's decision and recommendations. In those cases in which a student is suspended or expelled from the University, the Registrar, Office of Business & Finance, and Admissions Offices shall also be notified (to the extent allowed by FERPA).
- d. Taking all responsible steps to ensure that any imposed sanction is carried out by the student.

2. The Chair of the SCHB shall arrange for the proceedings of the hearing to be recorded solely for the purpose of providing the Vice President for Student Affairs, the accused student, and the accuser with a record of the hearing in the event either of the students appeal the decision. No recording of the hearing shall be made by other persons. The Chair shall maintain the recording for the period of time the students are allowed to make an appeal. In the event of an appeal, the recording shall remain in the possession of, and under the control of, the Vice President until final disposition of the appeal. The student shall be provided reasonable access to the recording for purposes of review, with the understanding that no duplication of the recording shall be permitted.

### *Student Conduct Hearing Board procedures:*

1. The Chair of the SCHB will notify the students of the date, time and location of the hearing. This notification will be at least 72 hours prior to the hearing.
2. The accuser and the accused student shall each be entitled to have one advisor appear with them at the hearing. This advisor must be a member of the student body, faculty, or staff of the University. If a student elects to have an advisor, it is his/her responsibility to identify an advisor. Students are requested to contact the Chair about the identity of their advisor at least one day prior to the hearing. The advisor does not play an active role in the hearing, nor may s/he serve as a witness. The role of the advisor shall be to:
  - a. Support the student in preparing for the hearing.
  - b. Assist the student in preparing his or her statements and responding to questions
  - c. Advise the student in questioning others present at the hearing
  - d. Assist in the preparation of an appeal, if appropriate.
3. Any documentation (including, but not limited to, personal statements and witness statements) that the accuser or the accused wish to have presented during the hearing must be submitted to the Office of Judicial Affairs a minimum of 48 hours prior to the start of the hearing. In part, this is to allow the other student (and his/her advisor) the ability to review the material. Available documentation provided by third parties (including, but not limited to, incident reports written by staff members or other students) to be introduced during the hearing also will be made accessible for review by the accuser and the accused (and their advisors) at least 48 hours prior to the hearing. Some documentation – police reports, for example – may not be available for review, however.

### *Hearing Procedure:*

- a. The Chair calls the hearing to order.
- b. All involved parties (the accused student, advisors, accuser, and witnesses) are present.
- c. All are reminded of the Honor Code.
- d. Introductions are made.
- e. All witnesses exit and are called when needed.
- f. The Chair states the charge(s).
- g. The accused student is given the opportunity to respond either “Responsible” or “Not Responsible” to the charges.
- h. When recognized by the Chair, the accused student, the accuser, and members of the SCHB may ask questions at the conclusion of each statement and presentation of evidence. Questions directed to the accuser, the accused, and witnesses, will be asked through the hearing chair.
- i. The evidence supporting the charge(s) is submitted by the accuser. The accuser may make a statement concerning the impact that the incident had on him or her.
- j. Witnesses supporting the charges are called in and asked to share what they witnessed that relates to the incident being reviewed during the hearing.
- k. The accused student is asked to relate the circumstances surrounding the incident.

- l. The witnesses supporting the accused student are called in and asked to share what they witnessed that relates to the incident being reviewed during the hearing.
- m. The accused student and the accuser will have the opportunity to make a final statement before the deliberation of responsibility.
- n. All are excused except SCHB members who stay for deliberation. Deliberation ends with a decision regarding responsibility for the charge(s).
- o. The accused student(s), advisors, and accuser are called back in, at which time the Chair informs all persons present of the Board's decision. If the accused student is found not responsible, the hearing ends. If the accused student is found responsible, the hearing continues.
- p. The accused student and the accuser will have the opportunity to make a final statement before sanctioning. The SCHB may question both students, both students may question each other through the hearing chair.
- q. All are excused except SCHB members who stay for sanctioning.
- r. The accused student(s), advisors, and accuser are called back in, at which time the Chair informs all persons present of the Board's decision regarding sanction(s). The Chair reminds the accused student and accuser of their right to appeal. If the hearing just concluded was held to appeal an earlier sanction, no further appeal can be made.
- s. The accused and the accuser may appeal the case to the Vice President for Student Affairs, in writing, within five business days from the time the sanction is imposed. This appeal must be based on violation of judicial process rights, upon the presentation of evidence not available at the hearing, or upon the sanction being inappropriate for, or inconsistent with, the violation. In the case of new evidence or violation of judicial process rights, the Vice President may direct a new Student Conduct Hearing Board to rehear the case.
- t. Unless there is any further discussion, all are dismissed and the hearing ends.

## Code of Conduct

The following lists specific violations of community standards which are addressed through UMW's judicial system, and the hearing board or administrator who adjudicates them:

### **I. Adjudicated by the Director of Judicial Affairs and Community Responsibility or designee**

A. Alcohol violations, including, but not limited to, the following (also see "[Alcohol Policy](#)").

1. Intoxication, as determined by instrumentation, or by behavioral or physical manifestations. Any student under the age of 21 with a blood alcohol level of 0.02% or higher will be considered to be intoxicated.

B. Fire safety violations including:

1. Arson/setting fire
2. Tampering with or needlessly discharging a fire extinguisher
3. Tampering with fire alarms or smoke detectors
4. Other

C. Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals.

D. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other official University activities, or authorized non-University sponsored activities, when the activity occurs on University premises.

E. Actions endangering the mental or physical health or safety of a student, or involving the destruction or removal of property, that are associated with initiation, admission into, affiliation with, or continued membership in a group or organization. (See “[Hazing Policy](#)”)

F. Violence, threats, intimidation, pranks, or any other action which interferes with the rights of any individual.

G. Student-to-student harassment including physical abuse, verbal abuse, threats, intimidation, harassment; or interference with the activities or rights of another person on the basis of color, creed, gender, disability, national origin, race, religion, sexual orientation, or any other classification.

H. Conduct that intentionally or recklessly threatens or endangers the health or safety of any person.

I. Violations of the University [Drug Policy](#), including but not limited to, use, being under the influence of, possession, or distribution of narcotic or other controlled substances except as permitted by law, and the possession or use of drug paraphernalia.

J. Making, using, disclosing, or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable law or University policies. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, or activities.

K. Possession of fake or altered official identification, or the manufacturing, acquisition, or attempted acquisition of fake or altered official identification for oneself, or for other individuals.

L. Violation of federal, state, or local law.

## **II. Adjudicated by the Judicial Review Board or Residence Life professional staff members:**

A. Alcohol violations (also see “[Alcohol Policy](#)”)

1. Consumption or possession of alcohol by persons under the age of 21.
2. Any public display of alcohol (includes drinking with room door open or



consumption of alcohol in common areas).

3. Possession or use of any objects used to enhance the ingestion of alcohol such as, but not limited to, “beer bong.”

4. Hosting a gathering, regardless of host’s age, which involves underage drinking, or the intoxication of any individual.

5. Use or possession of alcoholic beverages by a student 21 years old or older in a residence hall room where all assigned residents are under the age of 21.

6. Purchasing or supplying alcohol to any underage person.

**B. Property**

1. Conduct which results in damage to any property

2. Redistributing University furniture

3. Unsanitary, cluttered, or obstructive conditions

4. Throwing objects from roofs, windows, or balconies

**C. Fire safety violations including, but not limited to, the following:**

1. Open flames (from oil lamps, etc.), candles, and incense. These are prohibited in any University building (unless with express written permission).

2. Failing to vacate a building during a fire alarm.

**D. Smoking in residence halls, within 50 feet of a residence hall, or in a non-smoking area, as determined by the Office of Residence Life or Self-determination by Community Standards.**

**E. Failure to abide by the “Quiet Hours” or “Courtesy Hours” policies as stated in the Student Handbook or in the Self-determination by Community Standards for each residence hall.**

**F. Failure to fulfill resident desk duty, where required by Self-determination by Community Standards.**

**G. Visitation violations including, but not limited to, the following:**

1. Failing to sign in and/or out of a residence hall, or failure of a guest to sign in/and or out of a residence hall, whether or not the guest is a UMW student.

2. Falsifying sign-in or -out times.

3. Violating visitation hours as determined by Self-determination by Community Standards for each residence hall.

4. Visiting a residence hall which does not have visitation at the time.

5. Exceeding the allowed number of overnight residence hall visits, as described under “Guest Policies”

**H. Disorderly or obscene conduct.**

**I. Sports or related activities in the residence halls.**

**J. Abuse of the judicial system including, but not limited to:**

1. Failure to obey the summons of a judicial body or University official.
2. Attempting to discourage an individual's proper participation in or use of the judicial system.
3. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
4. Harassment and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
5. Failure to comply with a sanction imposed by the Judicial System.
6. Influencing, or attempting to influence, another person to commit an abuse of the judicial system.

K. Failure to comply with the directives of a University official who is attempting to enforce the policies and procedures of the University. University officials include, but are not limited to, the following:

University Administrators	University Police	Honor Council
Residence Life Staff	Faculty	Judicial Review Board

L. Unauthorized presence on balconies, roofs, or ledges of any University building.

M. Entering a residence hall building during official University breaks.

N. Unauthorized entry/exit.

O. Unauthorized possession, duplication or use of keys to any University premises.

P. Abuse of computer time, including, but not limited to:

1. Unauthorized entry into a file for any purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
5. Use of computing facilities to interfere with the normal operating procedures of the University computing system.
6. Use of computing facilities to make copies of, or make available to others, copyrighted material without authorization.
7. Abuse of computer time, including, but not limited to use of computing facilities to send obscene or abusive messages.

Q. Misuse of a telephone on campus including but not limited to:

1. Unauthorized entry into an individual's phone mail to listen to the contents or for any other purpose.
2. Unauthorized use of another person's passcode.
3. Use of a telephone on campus to relay obscene or abusive messages.

R. Other prohibited items and activities.

S. Responsibility for guests.

T. Housing or hosting in a residence hall any animal which could reasonably be described as a pet (exception—aquarium fish).

U. Violation of [Motor Vehicle Policy and Regulations](#).

1. Bringing a vehicle to campus without authorization. (First-year residential students are not permitted to bring cars to campus.)
2. Failing to register a vehicle with University Police.
3. Transferring a University-issued parking decal without authorization.
4. Other.

V. Obstruction of the free flow of pedestrian or vehicular traffic.

W. Violation of published University policies, rules or regulations (e.g., Housing and Dining Services Contract, Network and Computer Use Policy).

NOTE: Violations of a serious nature or any pattern of the preceding violations may result in direct referral to the Office of Judicial Affairs and Community Responsibility, the Dean of Student Life, or the Vice President for Student Affairs.

NOTE: Several violations of policy may be considered cumulatively in the judicial process.

### **III. Adjudicated by the Student Conduct Hearing Board**

A. Sexual misconduct as outlined in the “[Sexual Misconduct Policy](#).” Sexual misconduct includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation.

### **IV. Adjudicated by the Vice President for Student Affairs, Dean of Student Life, or designee**

Violations of a serious nature, including but not limited to those described above, or any pattern of such violations, may result in referral to the Vice President for Student Affairs, Dean of Student Life, or designee for adjudication.

Also, if the Judicial Review Board or Student Conduct Hearing Board cannot be convened for a hearing (for example, at the end of the semester, or during summer sessions), the University reserves the right to adjudicate alleged violations administratively, e.g., through the Director of Judicial Affairs and Community Responsibility, Dean of Student Life, or Vice President for Student Affairs. This option may be used when a student is graduating, is not anticipated to return the following semester, or when the alleged violation is of a serious nature.

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## Policies and Procedures – Behavioral

### Alcohol Policy

The laws of the Commonwealth of Virginia are clear and unambiguous: persons under the age of 21 are not to purchase, consume, or possess any alcoholic beverage; and that persons over 21 have these rights, but are prohibited by law from obtaining alcoholic beverages for the purpose of reselling or providing them to anyone under 21 years of age.

The University also prohibits intoxication by students of any age. Students who violate this rule are subject to sanctions. Those exhibiting symptoms of on-going substance abuse or addiction may also be required to have a substance abuse assessment. The University endeavors to ensure that alcohol consumption by students on campus is handled maturely, responsibly, and in conformity with the law.

Serious and/or repeated violations of the University Alcohol Policy may lead to probation, suspension, or expulsion. Persons requesting alcohol-related information or services may contact the Counseling and Psychological Services Center, Office of Residence Life, or the Office of Judicial Affairs and Community Responsibility. Parents or guardians may be notified if a student is found responsible for repeated or severe violations of the Alcohol Policy. See “Parental Notification Policy.”

#### Elements of Policy:

1. All students who are 21 years of age or older may possess alcoholic beverages of any type in upper-class residence hall rooms. These beverages may be served to other persons, who are also 21 years of age or over, in upper-class residence hall rooms. Underage students may not be present, unless they are residents of the room.
2. No student under 21 years of age may purchase, possess, or consume alcoholic beverages of any type.
3. No student shall possess or be under the influence of alcohol while operating or traveling in any vehicle.
4. Beer is the only alcoholic beverage that may be sold on campus by the food service company or other agents of the University.
5. Beer and wine are the only alcoholic beverages that may be served at functions where no admission is charged.
6. Beer must be served only in beer cans or bottles at any function where students of both legal age and underage are present.
7. Eagle Dining may sell keg beer at their regularly licensed location — the Eagle’s Nest.
8. Host responsibility applies to a residential student who is present and/or aware that his/her guests are engaged in underage consumption of alcohol within the host’s room, or of-age intoxication which resulted from consumption within the host’s room. Likewise, host responsibility includes ensuring that underage guests do not possess or consume alcohol and that guests of any age do not become intoxicated.
9. No alcoholic beverages may be consumed in public, nor may open containers of alcoholic

beverages be transported in or upon public spaces. Alcoholic beverages are not permitted at any athletic contest, game or match.

10. No of-age persons (including parents) are permitted to bring alcoholic beverages into residence hall rooms where all assigned occupants are under the age of 21, or into any first-year residence hall. Of-age staff members residing in a first-year hall as a condition of their employment are allowed to bring alcoholic beverages into their room. Empty alcohol containers (decorative or otherwise) in rooms of underage individuals do not constitute a violation of the University's Alcohol Policy, but they do constitute a violation of the residence hall policy. Similarly, beer pong tables or devices associated with unsafe consumption of alcohol do not constitute a violation of the University's Alcohol Policy, but they do constitute a violation of the residence hall policy.
11. Violations of this policy will be reported to the Director of Judicial Affairs and Community Responsibility or designee who is charged with the responsibility for seeing that the provisions of the policy are carried out and that violations are dealt with.
12. Seriously intoxicated students will be referred to the University Police. Any student who is unresponsive or otherwise thought to be in danger of serious acute alcohol poisoning will be referred to the Emergency Room at Mary Washington Hospital for treatment. Violations of the policy against alcohol intoxication are reported to the Director of Judicial Affairs and Community Responsibility or designee.

UMW has obtained or can obtain Virginia Alcoholic Beverage Control (VA ABC) licensing for the sale or service of alcoholic beverages, including at the Campus Center, the Underground, and the Kalnen Inn.

No alcohol is allowed at an event sponsored by a UMW student organization. No organization funding, whether from the University Finance Committee or raised as revenue, may be used to purchase alcohol.





ALCOHOL IMPAIRMENT CHART									
NEVER DRINK AND DRIVE	APPROXIMATE BLOOD ALCOHOL PERCENTAGE								
	Drinks	Body Weight in Pounds							
		100	120	140	160	180	200	220	240
	0	.00	.00	.00	.00	.00	.00	.00	.00
	1	.04	.03	.03	.02	.02	.02	.02	.02
	2	.08	.06	.05	.05	.04	.04	.03	.03
	3	.11	.09	.08	.07	.06	.06	.05	.05
	4	.15	.12	.11	.09	.08	.08	.07	.06
	5	.19	.16	.13	.12	.11	.09	.09	.08
	6	.23	.19	.16	.14	.13	.11	.10	.09
	7	.26	.22	.19	.16	.15	.13	.12	.11
	8	.30	.25	.21	.19	.17	.15	.14	.13
	9	.34	.28	.24	.21	.19	.17	.15	.14
	10	.38	.31	.27	.23	.21	.19	.17	.16
ONLY SAFE DRIVING LIMIT Impairment Begins Driving Skills Affected Possible Criminal Penalties Legally Intoxicated Criminal Penalties									
Your body can get rid of one drink per hour. Each 1½ oz. of 80 proof liquor, 12 oz. of beer or 5 oz. of table wine = 1 drink.									

ALCOHOL IMPAIRMENT CHART									
NEVER DRINK AND DRIVE	APPROXIMATE BLOOD ALCOHOL PERCENTAGE								
	Drinks	Body Weight in Pounds							
		90	100	120	140	160	180	200	220
	0	.00	.00	.00	.00	.00	.00	.00	.00
	1	.05	.05	.04	.03	.03	.03	.02	.02
	2	.10	.09	.08	.07	.06	.05	.05	.04
	3	.15	.14	.11	.10	.09	.08	.07	.06
	4	.20	.18	.15	.13	.11	.10	.09	.08
	5	.25	.23	.19	.16	.14	.13	.11	.10
	6	.30	.27	.23	.19	.17	.15	.14	.12
	7	.35	.32	.27	.23	.20	.18	.16	.14
	8	.40	.36	.30	.26	.23	.20	.18	.17
	9	.45	.41	.34	.29	.26	.23	.20	.19
	10	.51	.45	.38	.32	.28	.25	.23	.21
ONLY SAFE DRIVING LIMIT Impairment Begins Driving Skills Affected Possible Criminal Penalties Legally Intoxicated Criminal Penalties									
Your body can get rid of one drink per hour. Each 1½ oz. of 80 proof liquor, 12 oz. of beer or 5 oz. of table wine = 1 drink.									

Images from the Pennsylvania Liquor Control Board

Note: These charts are for educational purposes only. Individual responses may vary.



## Bias Policy

The Bias Offense and Incident Reporting Policy has been established to help ensure a safe and welcoming working and educational environment for all members of the University of Mary Washington community. The University considers acts of bias on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, veteran status, or age to be unacceptable and antithetical to its commitments to diversity, inclusiveness and the right of every individual to be treated with dignity and respect.

### OVERVIEW

“Freedom of thought and expression is essential to any institution of higher learning. Universities and colleges exist not only to transmit knowledge. Equally, they interpret, explore, and expand that knowledge testing the old and proposing the new. This mission guides learning outside the classroom quite as much as in class, and often inspires vigorous debate on those social, economic, and political issues that may arouse the strongest passions. In the process, views will be expressed that may seem to many wrong, distasteful or offensive. Such is the nature of the freedom to sift and winnow ideas.” (*On Freedom of Expression and Campus Speech Codes*, statement approved by the AAAUP Committee A on Academic Freedom and Tenure in 1992 and adopted by the Council in November 1994).

The University of Mary Washington vigorously supports freedom of inquiry and expression within the academic community. All members of this community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others.

While these freedoms protect controversial ideas, differing views, and sometimes offensive and hurtful words, they do not protect individual or group conduct that constitutes a bias offense.

The University considers bias offense conduct to be unacceptable and antithetical to its commitments to diversity, inclusiveness, and the right of every individual to be treated with dignity and respect. To ensure an environment that fosters civility and mutual respect for members of the University community, *bias offenses are prohibited*.

### What is a bias offense?

A bias offense is any act that is *based on actual or perceived race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, veteran status, or age that creates an intimidating and/or hostile educational, living, or working environment by unreasonably and substantially interfering with an individual's or group's safety, security, work, or academic performance*. Acts include language and/or behaviors. Bias offenses may result in serious sanctions or disciplinary action.

An intimidating and/or hostile environment is one that reasonably results from severe or pervasive bias related conduct.

Whether an act of bias constitutes a bias offense will be determined within existing University investigative, administrative, and judicial processes. Complaints regarding the behavior of University employees may be initiated with the University's Affirmative Action and Equal Employment Officer (AAEEO) in the Office of Human Resources. Complaints regarding student behavior may be initiated with the University Judicial System.

### **What should be done if a bias offense occurs?**

Students, faculty, and staff who believe that they are targets of or witnesses to bias offenses on University campuses and at University sponsored or supervised events are encouraged to take the following actions. *Student Handbook* provisions regarding alleged violations of University policy or other misconduct which occur off campus will apply.

- Report the alleged offense as soon as possible to the University Police on the Fredericksburg campus. On the Stafford campus, report the incident to the police officer or security personnel on duty.
- If possible, any physical evidence related to the offense should not be touched or disturbed. University police personnel will document what happened, including where and when the incident occurred.
- University police personnel will conduct independent investigations for violations of criminal law. After the police have collected evidence, the appropriate University personnel will remove such remnants as graffiti and/or they will repair any damage to University property.
- Complete the University's Bias Incident Report Form for additional follow-up.

### **BIAS INCIDENT REPORT FORM**

The bias incident reporting program is established to assist the University in promoting an environment that fosters civility and mutual respect for all. Members of the University community are strongly encouraged to report all bias incidents. A person does not have to be a member of a protected class or group in order to be a victim of a bias incident.

### **What is meant by bias incident?**

Bias incidents involve any behavior that a person finds harmful or hurtful and reasonably believes is directed at him or her or others simply because of one's race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, veteran status, or age.

### **What is the difference between a bias incident and a bias offense under this policy?**

Bias incident is the broadest category of bias related behavior that includes bias offenses, as defined earlier in this policy, hate crimes, and lesser incidents that are motivated by bias (see definition of hate crime below). A bias incident may involve protected speech.

*This definition is used for reporting and statistical purposes only. It carries no independent sanctioning weight or authority.*

### **How does one make a Bias Incident Report?**

The University of Mary Washington urges all members of the University to promptly report all bias incidents using the [BIAS INCIDENT REPORT FORM](#).

- Only UMW students, faculty and staff may submit Bias Incident Report Forms.
- Each report requires the user to log on with a valid UMW user ID and password.
- You may also download and/or print a PDF file of the [Bias Incident Report Form](#). Please complete and submit the form to the AAEEEO Officer in the Office of Human Resources (Fairfax House).

**Knowingly falsifying a report is a violation of this policy and the Honor Code and may result in disciplinary action under University policy.**

### **What happens to the report?**

The AAEEEO Officer will receive all reports. All bias incident reports will be reviewed promptly by a designated staff member. Reports concerning student behavior will be followed up by personnel in Student Affairs on the appropriate campus. Reports of employee conduct will be followed up by the Office of Human Resources. For all reports containing contact information, a designated staff member will contact the reporting person and will be available to meet with him or her to explore a plan for resolution and to provide information about related University policies, procedures, and services.

Other University offices may be consulted as needed to ensure a proper response. Incident reports and related follow up will be treated as confidentially as possible. Information will be shared only as needed. Bias incident data will be used to develop community educational and outreach programs.

### **What is a hate crime?**

Hate crimes are specifically defined in various federal and state statutes. These statutes vary in terms of the acts and categories of bias that are covered. The FBI investigates acts that fall within federal hate crime legislation. Categories of bias under federal law are race, religion, sexual orientation, ethnicity/national origin, and disability. State and local law enforcement authorities investigate violations of Virginia law. The University's definition of bias incident is broader than state and federal laws governing hate crimes. For information on federal hate crime legislation and the FBI's enforcement of it, see the FBI's website.

There are three Virginia statutes that specifically address hate crimes:

- *Statute on Assault and Battery*: Enhances the criminal penalties for acts of assault and battery when such acts are based on a person's race, religious conviction, color or national origin.
- *Statute on Hate Crimes Reporting Act*: Requires state, county and municipal law-enforcement agencies to report to the Department of State Police all hate crimes occurring in their jurisdictions.
- *Statute on Civil Action for Racial or Ethnic Harassment, Violence or Vandalism*: Permits any victim of an act of intimidation, harassment, violence or vandalism motivated by racial, religious or ethnic animosity to sue for civil damages in Virginia state courts.

All hate crimes are bias incidents, but not all bias incidents are hate crimes.

*Approved by the University of Mary Washington Board of Visitors  
at the meeting on April 18, 2008.*

### **Directives from University Officials**

It is the student's responsibility to respond immediately to any of the following directives or requests from a University official while he or she is enforcing University policy or procedure, or is in the discharge of his or her responsibilities:

1. Identify oneself
2. Come to the office of an official
3. Leave a gathering when asked to disperse
4. Any other reasonable request

University officials include, but are not limited to, UMW administrators and faculty, UMW police, Honor Council members, and Judicial Review Board members. University officials have the right to stop and question any person entering the UMW residence halls to determine his or her purpose for being there.

## **Disorderly or Obscene Conduct**

No student shall be involved in disorderly or obscene conduct. Such conduct includes, but is not limited to: fighting, creating a disturbance, obscene language, verbal or physical harassment, making excessive noise. Disorderly or obscene conduct on campus, at any UMW-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle, should be reported to the Office of Judicial Affairs and Community Responsibility, or, in urgent situations, to University Police.

## **Drug Policy**

The University of Mary Washington does not tolerate the possession or use of, or being under the influence of, illegal drugs. This policy also pertains to any University-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle.

The University prohibits the possession, use, providing for other's use, manufacturing, and merchandising of illegal drugs. The possession of prescription drugs without a doctor's prescription, and the use of prescription drugs in a manner inconsistent with the prescription also are prohibited. Drug paraphernalia, including hookahs, are similarly prohibited. Students charged with violating any of these policies will be subject to judicial action. Students who violate state or federal drug laws may be subject to criminal prosecution as well.

For the purpose of this regulation, illegal drugs are defined as including, but not limited to: marijuana, "spice"/"K2," "bath salts," cocaine, crack, ice, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens except when taken under a physician's prescription in accordance with the law.

Students who wish to seek counseling concerning the use of drugs are reminded that Counseling and Psychological Services and the Health Center are available for such help. Conferences with staff from these offices are confidential, subject to the standards of privacy established in the medical and counseling professions. Others, including the Dean of Student Life, the Director of Judicial Affairs, and the Director of Residence Life are also available to help students, but cannot guarantee absolute confidentiality.

Students are strongly advised against the use or possession of legal drug analogues, including but not limited to so-called "legal marijuana substitutes" and "herbal Ecstasy." The University investigates all suspected violations of the Drug Policy, and individuals performing authorized searches will take possession of suspicious materials, even though they may subsequently be found to be legal. Also, students are advised that the health risks associated with many of these analogues are not fully understood at this time.

Students arrested off campus for alleged violations of federal or state drug laws may be referred for judicial action on campus, particularly if the alleged violation is a felony.

UMW has made a strong commitment to be a drug-free community, and sanctions for violating UMW's Drug Policy are severe. Illegal drugs have no place in the UMW community. Sanctions will vary depending on the type(s) and quantity of illegal drugs involved, and the nature of the violation. For example, violations involving the apparent distribution, merchandising, or manufacturing of illegal drugs, regardless of type and quantity, are likely to

result in permanent expulsion from this institution. Violations involving the possession or use of marijuana might result in suspension of the student(s) in violation for at least the remainder of the academic semester, and could result in expulsion. The possession or use of other illegal drugs also may result in more severe sanctions. For other violations (for example, possession of drug paraphernalia), educational sanctions and community restitution are among the possible sanctions.

## **Hazing**

Hazing is strictly prohibited at the University of Mary Washington. Specifically, the University defines hazing as any physical or mental interference, request, or obligation that could cause inconvenience, discomfort, pain, fright, embarrassment, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or University policy. Whether or not the student so endangered or injured voluntarily participates in the activity is not a factor in determining if the activity was hazing.

## **Judicial Record Retention and Privacy Policy**

Judicial records are confidential to the extent allowed by University policy and the law, and the judicial contents of student educational files cannot be shared unless students sign a release permitting the information to be shared with specific individuals or, in the case of a student who is a minor, the eligible parent or legal guardian, except as stipulated by the Registrar's Office and with the four following exceptions:

1. Judicial information may be shared with other educational institutions and other university personnel considered those who "need to know," such as a coach in his or her role as an advisor to a student athlete;
2. Judicial information pertaining to repeated or major violations of the drug and alcohol policy may be shared with parents or other legal guardians. This exception does not apply if the student is 21 years old or over, or if the student can demonstrate that he or she is financially independent.
3. Parental notification may occur if the student's actions result in hospitalization.
4. Judicial information may be shared subject to subpoena or other court order.

Certain judicial documents (e.g., incident reports, decision letters) are shared with accused students to assist them with preparation for a hearing or to provide them with official notification of a hearing's outcome. Because these documents may contain private information about other students (witnesses, other accused students, etc.), they are not to be shared with other individuals. Students who do not respect the privacy of other individuals with respect to judicial documentation will be subject to additional judicial action.

Records in the Office of Judicial Affairs and Community Responsibility are retained in a student's educational file while they are a student at the University of Mary Washington until three years after they last attend the University. However, in the case of judicial expulsions from the University, judicial records are retained indefinitely. The University is required to retain certain judicial records for longer than three years after the student's last attendance — for example, to comply with the Campus Security Act. To that end, some judicial records, once they have been removed from an individual student's educational file, may be retained for a longer period of time in a separate file. At that point, they will not be considered part of the student's



educational file, and will not be released under most circumstances. However, in the event that the University is subpoenaed to release an individual student's judicial records, any information still retained, even if it is retained outside of the student's educational file, will be released in compliance with the subpoena.

Students are encouraged to keep in mind that potential employers, in addition to graduate institutions, law enforcement, and the military, frequently request judicial information concerning candidates during the hiring or admissions process, and that the University complies with such requests whenever possible.

## **Off-Campus Misconduct**

Violations of civil or criminal law are subject to University adjudication in cases where the interests of the University may be affected, (as judged by proper authorities to be the case). Participants in this decision may include the Director of Judicial Affairs and Community Responsibility, Dean of Student Life, and /or the Vice President for Student Affairs (or designee).

The University also has jurisdiction, notwithstanding the location of the offense, to suspend a student on an interim basis (interim suspension prior to adjudication) for any alleged major violation of state or federal criminal law which the Dean of Student Life, Director of Judicial Affairs and Community Responsibility, or designee finds would jeopardize the safety and security of the campus community. The student shall have the right to appeal the interim suspension, and the appeal will be heard by the Vice President for Student Affairs. For purposes of this section, "major violation" shall mean only felonies or their equivalents and not misdemeanors, traffic violations, or their equivalents.

## **Adjudication of Off-Campus Incidents**

**Philosophy:** The conduct of UMW students away from campus has an impact not just on those students involved, but also on UMW peers and on members of the greater Fredericksburg community. Holding students accountable, through the judicial system, for off-campus conduct (resulting in arrest or citation) is a standard process in higher education resulting in positive learning outcomes for students and favorable town-gown relationships. UMW's judicial process is an educational tool to support student learning and is intended to perpetuate life skills and citizenship through accountability.

## **Off-Campus Adjudication Policy**

**Jurisdiction:** Geographic jurisdiction includes any violation of the UMW Code of Conduct occurring on campus or University-leased or controlled properties, in study abroad programs, at any UMW-related event, in Stafford or Spotsylvania Counties or the City of Fredericksburg that impacts the educational mission of the University. (The University reserves the right to adjudicate felonies derived from outside of this geographic scope when deemed in the best interest of the University community.)

**Process:** UMW will adjudicate off-campus violations when the conduct has an equivalent in the Code of Conduct. For example, if a student is arrested or cited for being "drunk in public," he or she could be charged with violating UMW's policy related to alcohol intoxication. If a student is charged with public urination, he or she could be charged with violating UMW's policy related to disorderly conduct. This information will typically come to the University through official



police communication. The incident will be adjudicated by an administrator or by the Judicial Review Board (or Student Conduct Hearing Board) as noted in the judicial hearing procedures.

A standard response to off-campus conduct may include the following:

1. Off-campus incidents involving first offenders may be noted for record-keeping purposes; unless the Dean of Student Life (or designee) makes a finding that the alleged violation impacts the safety and security of the campus community. In these cases the University reserves the right to adjudicate the offense.
2. Off-campus incidents involving students who previously have been found responsible for any violation on campus, or who previously have been previously arrested or cited off campus will be adjudicated through the campus judicial system.

(This policy does not apply in minor traffic or parking violations.)

## **Parental Notification**

The Family Educational Rights and Privacy Act (FERPA) allows for universities to notify certain family members if their student is found responsible for violating the institution's alcohol or drug policies, or state laws regarding alcohol or drug use. At the University of Mary Washington, a parent or guardian of any student under the age of 21 will be notified under the following conditions:

1. If the student is found responsible for violating the University's policy prohibiting alcohol intoxication, whether or not the student was arrested or transported to the hospital.
2. If the student is found responsible for a second or subsequent violation of the University's Alcohol Policy, regardless of the violation's seriousness.
3. If the student is found responsible for any violation of the University's Drug Policy.

A letter and/or phone call from the Dean of Student Life or designee will inform the parent/guardian. Typically, notification in these conditions does not occur until after the incident has been adjudicated, and the student's right to appeal the outcome has expired.

## **Sexual Misconduct Policy**

### **INTRODUCTION**

As required by Title IX of the Education Amendments of 1972, and its implementing regulations, the University of Mary Washington (UMW) does not discriminate on the basis of sex in its educational programs and activities. Title IX is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance. Prohibited discrimination includes the specific sexual misconduct offenses outlined above and any other gender-based harassment. UMW supports the rights of all students to live and study in an environment free from sexual coercion and violence. Members of the UMW community have the right to be free from any kind of sexual misconduct. When an allegation of sexual misconduct is brought to the administration, and the accused is found to have violated this policy, serious sanctions will be used to send a

clear message that such actions have no place in this community. All members of the community are expected to abide by the Statement of Community Values, which affirms “the right of every individual to be treated with dignity and respect at all times.” UMW’s Sexual Misconduct Policy has been developed to reaffirm our community’s values and to provide recourse for those individuals whose rights have been violated.

This Policy contains expectations for the UMW community in terms of sexual communication, responsibility, and respect. It also serves as a standard for determining, after the fact, if any behaviors have been inconsistent with UMW’s values.

1. SEXUAL HARASSMENT is defined as gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits, or opportunities. There are three types of Sexual Harassment:

A. Hostile Environment harassment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive or persistent, and patently offensive, such that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

The determination of whether or not an environment is hostile must be based on all of the circumstances. These circumstances could include:

- 1) the frequency of the conduct;
- 2) the nature and severity of the conduct;
- 3) whether the conduct was physically threatening;
- 4) whether the conduct was humiliating;
- 5) the effect of the conduct on the alleged victim’s mental or emotional state;
- 6) whether the conduct was directed at more than one person;
- 7) whether the conduct arose in the context of other discriminatory conduct;
- 8) whether the conduct unreasonably interfered with the alleged victim’s educational or work performance;
- 9) whether the statement is a mere utterance of an epithet that engenders offense in an employee or student, or offends by mere discourtesy or rudeness; or
- 10) whether the speech or conduct deserves the protections of academic freedom.

B. Quid pro quo sexual harassment exists when:

- 1) there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
- 2) submission to or rejection of such conduct results in adverse educational or employment action.

C. Retaliatory harassment is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

2. NON-CONSENSUAL SEXUAL INTERCOURSE is:

- any sexual intercourse (anal, oral, or vaginal)
- however slight
- with any object
- by a man or woman upon a man or a woman

- without consent\*

### 3. NON-CONSENSUAL SEXUAL CONTACT is:

- any intentional sexual touching
- however slight
- with any object
- by a man or a woman upon a man or a woman
- without consent\*

4. SEXUAL EXPLOITATION occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in Peeping Tommmery;
- knowingly transmitting an STI or HIV to another student.

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

### PROCEDURES:

- In an emergency, first contact University of Mary Washington Police Department at 540-654-4444 so they may secure the area, detain suspects, and coordinate the arrival of outside law enforcement to campus.
- Students are encouraged to file a report with the Police Department. (For non-emergency calls: 654-1025)
- Anyone who wishes to report an incident of sexual misconduct (simply a notification of an occurrence) or file a complaint against another student through the University (potentially leading to a University hearing) should notify Dr. Leah Cox, UMW's Title IX Coordinator, at 540/654-2119 or [lc Cox@umw.edu](mailto:lc Cox@umw.edu). If a student wishes, he or she may start the judicial process or initiate a referral for action at a later date by contacting the Director of Judicial Affairs and Community Responsibility. The Director will explain support options, investigative steps, and hearing procedures. The Director will serve as the Deputy Title IX Coordinator for purposes of receiving such complaints against students. Complaints against University faculty or staff or third parties shall be directed to the Title IX Coordinator for investigation and resolution through University human relations procedures as applicable.
- The University of Mary Washington believes that students have the option to move forward (or not) with a hearing on allegations of sexual misconduct. If a student decides not to move forward with a hearing, the University may still take steps to prevent recurrence of any sexual misconduct and to correct its discriminatory effects as appropriate. The University may also be required to report the occurrence of incidents of sexual misconduct to comply with federal law.

## Investigative and Hearing Procedures for Students

The Director of Judicial Affairs and Community Responsibility will meet with a student considering submitting a complaint, will outline the process for filing a complaint, and explain University procedures. A written report is required for a case to be referred for action. Upon receipt of a report, and a desire by the student to move forward with a hearing, the Director of Judicial Affairs will contact the accused party. This is done to explain the procedures to this student and to outline the basis for the complaint. Accused students have the right to see the report that alleges a violation. Both parties in a case are issued administrative orders to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties.

The University Student Conduct Hearing Board (SCHB) receives written complaints and schedules and conducts hearings related to sexual misconduct. Hearings typically are scheduled within 15 business days of receipt of a complaint. The Chair of the SCHB facilitates the hearing but is not a voting member of the Board. The Board consists of the Chair and University staff or administrators. The Board hears statements from both parties, asks questions, and then makes a decision based upon the greater weight of the credible evidence. The Board typically issues its decision within two business days of conducting a hearing. The Board receives training in conducting hearings specifically related to sexual assault allegations.

The accused student has the right to question his or her accuser through questions posed to the Chair. The accuser may request that accommodations be made to have separate rooms or a room partition for each party, or may request an alternative reasonable arrangement in order to minimize potential trauma or stress.

The accuser and the accused are each entitled to the same opportunities to have an advisor present during a campus disciplinary proceeding. This advisor may be a UMW staff or faculty member, or another UMW student.

The Board may receive pertinent expert, psychological, and medical witnesses, and other evidence. Each case is different; however, the SCHB will generally ask questions primarily related to the following areas: force, consent, and whether or not (or how) alcohol or drugs played a role in the alleged incident.

Both parties shall be informed of the outcome and sanction of any campus disciplinary proceeding alleging sexual assault. Either party may appeal the Board's decision, in writing, within five business days from the time the sanction is imposed. This appeal must be based on violation of judicial process rights, upon the presentation of evidence not available at the hearing, or upon the penalty being inappropriate for, or inconsistent with, the violation.

### OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT:

While the Sexual Misconduct Policy, as described above, is detailed and specific, the expectations of the UMW community can be summarized in this simple paragraph. In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than talking about what you want and what you don't. Consent to some form of sexual activity cannot be automatically interpreted as consent to any other sexual activity. Silence – without actions demonstrating permission – cannot be assumed to show consent; the absence of a “No” does not mean “Yes.” There is a difference between seduction and coercion. Coercing

someone into sexual activity violates this policy just as much as physically forcing someone into sex. Coercion happens when someone unreasonably pressures someone else for sex. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why, or how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.”

#### ADDITIONAL CONSIDERATIONS:

The University has a duty to inform in a timely fashion about crimes that have occurred within the community, and the obligation to collect and report campus crime statistics on an annual basis. At the same time, the University respects the privacy of individuals involved in a report of sexual misconduct, and will protect it to the extent allowed by law and University policy.

An unfortunate outcome of sexual misconduct is that survivors often remain silent. Because many times the act is perpetrated by a trusted acquaintance, the survivor might not recognize that he or she has been assaulted. Or, the survivor may feel that he or she is responsible for the assault, or that he or she will be blamed in some way for what happened. The University of Mary Washington recognizes the need to be responsive to the problem of sexual misconduct on campus and is committed to providing programs/services that are educational, preventive, or remedial in nature. The goal is to increase awareness and educate the entire campus community, as well as to provide an environment which assists the survivor in the recovery process.

The University recognizes the importance of professionally trained staff and encourages participation in training in sexual misconduct issues on an annual basis. Judicial Affairs, Residence Life, Counseling and Psychological Services, Health Center, and University Police staffs, in particular, are prepared to respond appropriately in the event of an incident of sexual misconduct. They are trained regarding the prevalence of sexual misconduct, how and where it happens, its impact on the victim, the role of alcohol and drugs, and appropriate actions to be taken when an incident of sexual misconduct occurs. Training and education, as well as responses to incidents of sexual misconduct, are coordinated by UMW’s Title IX Coordinator.

University Police: Students are encouraged to report sexual misconduct to University Police and may do so anonymously at [umw.edu/police/silent-witness/](http://umw.edu/police/silent-witness/). A member of the UMW community may do this, even if he or she is not the survivor; this provides awareness of campus crimes and helps focus prevention efforts. If the survivor decides to pursue criminal charges, University Police will take a report, provide information about the procedure for criminal prosecution, and coordinate meetings with the local Commonwealth Attorney and Victim Assistance Director. Police will investigate and provide necessary referrals to campus and/or local agencies. University Police is located in Brent House and is available 24 hours a day at 540/654-4444 (emergency) or 540/654-1025 (non-emergency).

Dean of Student Life/Judicial Affairs: The Dean of Student Life, Director of Judicial Affairs and Community Responsibility, or designee can provide information to the survivor about options, including holding the alleged assailant accountable through the University judicial process. The Dean of Student Life will work with the Director of Residence Life to provide options to modify living arrangements if the student and alleged assailant live in the same residence hall or in close proximity. A “no contact” order may be issued to help ensure the victim is not harassed by the

alleged assailant, and to minimize further contact between the two individuals. The Dean of Student Life Office and the Office of Judicial Affairs are located in Marye House. The former can be reached at 540/654-1200 or [crucker@umw.edu](mailto:crucker@umw.edu). The latter can be reached at 540/654-1660 or [rtuttle@umw.edu](mailto:rtuttle@umw.edu).

**Residence Life:** Resident Assistants (RA) and Building Supervisors (BS) live in residence halls and have a close connection to their hall community. Student residents often first report an act of sexual misconduct to an RA or BS. Student staff members are required to notify a professional Residence Life staff member so the reporting student can receive the best assistance in obtaining necessary services. Residence Life is located in Marye House and can be reached at 540/654-1058 or [rlif@umw.edu](mailto:rlif@umw.edu).

**Health Center:** For immediate medical attention, a student may be taken to the UMW Health Center during operating hours or to the Mary Washington Hospital Emergency Room. If the student wishes to have physical evidence collected for possible prosecution, the exam must be performed at the emergency room by trained S.A.N.E. (Sexual Assault Nurse Examiner) nurses. The Health Center is located in Lee Hall, room 112, and can be reached at 540/654- 1040 or [healthcenter@umw.edu](mailto:healthcenter@umw.edu).

**Counseling and Psychological Services (CAPS):** CAPS can provide support as the student deals with the emotional and psychological impacts of the incident, assist in decision-making regarding the reporting of the incident, help in the handling of academic commitments, etc. CAPS can provide follow-up services or help the student connect with additional resources, and can also provide emotional support and assistance to friends of the survivor. CAPS is located in Lee Hall, room 106, and can be reached at 540/654-1053.

**Rappahannock Council Against Sexual Assault (RCASA):** A Fredericksburg-area non-profit agency that specializes in providing services and treatment, including counseling, for victims of sexual assault, as well as their families, friends, and partners. RCASA is available 24 hours a day at 540/371-1666, and their email address is [info@rcasa.org](mailto:info@rcasa.org).

UMW community members may also report alleged violations to the AA/EEO Officer in Human Resources (Fairfax House; 540/654-1214) if the alleged assailant is a faculty or staff member or a University contractor.

## Smoking

It is the objective of the University of Mary Washington to provide the healthiest environment possible for students, staff, and faculty members. To this end, it is the policy of the university that (1) smoking is prohibited in all buildings, and UMW and state vehicles, and (2) the right of the nonsmoker to protect from smoke his or her health will take precedence over an individual's desire to smoke. Smoking is permitted on campus only in limited locations. Smoking is NOT permitted within 50 feet of any residential building.

## Unauthorized Entry

No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or University official except by permission or invitation of the



resident student, faculty member, or appropriate University official. Further, any unauthorized student entering a University-operated building or room that has been closed or locked shall be guilty of trespassing. Individuals who are not University of Mary Washington students but who commit any of the above infractions may be prosecuted and prohibited from returning to the campus.

## **Weapons and Projectiles**

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, airsoft gun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University. In addition, no student shall keep use, possess, display or carry any toy weapons which resemble any real weapons, any swords, any illegal knives, any Tasers, any explosives (including fireworks, sparklers) or any other such devices which could be used to threaten the safety or well-being of a person on any property or in any building owned or operated by the University. No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging University or private property or causing personal injury or disruption.

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## **The Honor System**

### **Scope of the Honor System**

The Honor System at the University of Mary Washington is a deeply cherished tradition founded upon the personal integrity of each individual member of the University community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an atmosphere of trust and respect vital to the unique sense of community which characterizes the institution.

It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the student body has the responsibility, not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to Mary Washington includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution and the Honor System Guidebook.

The *Honor System Guidebook and Constitution* is designed to assist students and faculty in understanding the Honor System at the University of Mary Washington. It contains the Honor Council Mission Statement and Honor Council Bylaws, including organizational guidelines and hearing procedures. A brief summary of student responsibilities and an explanation of various terms is also included. This material should be read carefully by all members of the University community. Questions regarding any

aspect of the Guidebook should be directed to the appropriate Fredericksburg or Stafford campus Honor Council president or other Honor Council members, or to any of the respective faculty advisors.

## **Mission Statement**

The University of Mary Washington Honor Council ensures the integrity of the University's Honor System, and operates on the basis that members of the University community take responsibility for their own actions. The Honor Councils provide education concerning the Honor System for all members of the University, that together we may develop a community in which honorable decision making prevails. Facilitation of student enforcement and understanding of the Honor System, as defined in the Honor Constitution, is a key function of the Council. As elected representatives of the student body, the University of Mary Washington Honor Councils address student concerns regarding the Honor System, and serve the entire University community.

## **Honor Pledge**

In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the following pledge on all quizzes, examinations, papers, and other assignments, as appropriate:

***"I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."***

By writing and signing this statement, the student affirms his or her promise to uphold the Honor Pledge. This pledge verifies that the work submitted is the student's own and has been done in accordance with the requirements set forth by the instructor.

## **Violations of the Honor Code**

The violations of the Honor Code are lying, cheating, and stealing in all their various forms. These terms are briefly explained as follows:

- A.** Lying: a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card.
- B.** Cheating: an intentional misrepresentation of another's work as one's own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.
- C.** Stealing: the taking of the property of another person, the University, or any other organization or entity, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a University key.

## **Possible Sanctions**

When a student is found responsible, one or more of the following entries shall be made on the student's official academic record, as appropriate:

- 1.** *Sanctioned by the Honor Council on [date] to perform [number] hours of community service for the Honor Code offense of [name of violation]. At the time of graduation from the University, this notation shall be removed from the official academic record.*

2. *Sanctioned by the Honor Council on [date] to complete Honor Education for the Honor Code offense of [name of violation]. At the time of graduation from the University, this notation shall be removed from the official academic record.*
3. *Sanctioned loss of credit in [insert course name] for the Honor Code violation of [name of violation]. Three years after graduation from the University, this notation shall be removed from the official academic record.*
4. *Suspended for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Entitled to enroll no earlier than [date]. This is a permanent notation.*
5. *Permanently dismissed from the University by the Honor Council on [date] for the Honor Code offense of [name of violation]. This is a permanent notation.*

An accuser cannot withdraw a charge of an honor violation upon agreement of the accused to withdraw from the University.

If the accused elects to discontinue enrollment:

- a. The Honor Council shall take appropriate action to record the facts as they were presented.
- b. The Honor Council president shall notify the President of the University and other appropriate administrative officers of such action; and the following entry shall be made on the student's official academic record: "*Discontinued enrollment from the University on [date] under accusation of an Honor Code violation of [name of violation].*"

Resources:

[Honor System Guidebook and Constitution](#)  
[Contact the Honor Council](#)

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